



# Comprehensive Emergency Operations Plan 2017



**Office of  
Emergency Management**

City of Tampa | Office of Emergency Management

808 East Zack Street | Tampa, FL 33602 | (813) 274-7011 | [www.tampagov.net/OEM](http://www.tampagov.net/OEM)

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## LIST OF ACRONYMS

<b>AAR</b>	After Action Report
<b>BOCC</b>	Board of County Commissioners
<b>C4</b>	Command, Control, Communications, Computing and Intelligence
<b>CDC</b>	Center for Disease Control
<b>CEMP</b>	Comprehensive Emergency Management Plan
<b>CEOP</b>	Comprehensive Emergency Operations Plan
<b>CERCLA</b>	Comprehensive Environmental Response Compensation and Liability Act
<b>CERT</b>	Community Emergency Response Team
<b>COS</b>	Chief of Staff
<b>DAC</b>	Disaster Assistance Center
<b>DERM</b>	Department of Environmental Resource Management
<b>DFO</b>	Disaster Field Office
<b>DRC</b>	Disaster Recovery Center
<b>EDC</b>	Emergency Dispatch Center
<b>EM</b>	Emergency Management
<b>EOC</b>	Emergency Operations Center
<b>EPG</b>	Executive Policy Group
<b>ERC</b>	Emergency Response Center
<b>ESF</b>	Emergency Support Function
<b>ESG</b>	Executive Support Group
<b>FDEM</b>	Florida Division of Emergency Management
<b>FDLE</b>	Florida Department of Law Enforcement
<b>FDOT</b>	Florida Department of Transportation
<b>FEMA</b>	Federal Emergency Management Agency
<b>FTZ</b>	Federal Trade Zone
<b>GAR</b>	Governor's Authorized Representative
<b>GIS</b>	Geographic Information System
<b>GT-CERT</b>	Greater Tampa Community Emergency Response Team
<b>HART</b>	Hillsborough Area Regional Transit
<b>HSEEP</b>	Homeland Security Exercise Evaluation Program
<b>HSPD</b>	Homeland Security Presidential Directive
<b>IA</b>	Individual Assistance
<b>IAP</b>	Incident Action Plan
<b>IC</b>	Incident Commander
<b>ICS</b>	Incident Command System
<b>IHP</b>	Individual and Households Program
<b>JFO</b>	Joint Field Office
<b>JIC</b>	Joint Information Center
<b>LMS</b>	Local Mitigation Strategy



<b>MAA</b>	Mutual Aid Agreement
<b>MGD</b>	Million Gallons Per Day
<b>MOU</b>	Memoranda of Understanding
<b>MSEL</b>	Master Scenario Events List
<b>MSL</b>	Mean Sea Level
<b>NCAA</b>	National Collegiate Athletic Association
<b>NFL</b>	National Football League
<b>NIMS</b>	National Incident Management System
<b>NOAA</b>	National Oceanic and Atmospheric Administration
<b>NRF</b>	National Response Framework
<b>OEM</b>	Office of Emergency Management
<b>PA</b>	Public Assistance
<b>PAC</b>	Public Assistance Coordination
<b>PDA</b>	Preliminary Damage Assessment
<b>PIO</b>	Public Information Officer
<b>PW</b>	Project Worksheet
<b>RAC</b>	Risk Analysis Center
<b>RNC</b>	Republican National Convention
<b>SAR</b>	Search and Rescue
<b>SBA</b>	Small Business Administration
<b>SERT</b>	State Emergency Response Team
<b>SLOSH</b>	Sea, Lake & Overland Surge from Hurricane
<b>SOP</b>	Standard Operating Procedures
<b>TECO</b>	Tampa Electric Company
<b>TFR</b>	Tampa Fire Rescue
<b>TPD</b>	Tampa Police Department
<b>TIA</b>	Tampa International Airport
<b>UC</b>	Unified Command
<b>USAR</b>	Urban Search and Rescue
<b>VOAD</b>	Volunteer Organizations Active in Disaster

## Introduction

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The City of Tampa is vulnerable to a variety of hazards that could potentially threaten the City's citizens, businesses, and environment. The [City of Tampa Comprehensive Emergency Operations Plan \(CEOP\)](#) establishes the framework to ensure that the City of Tampa will be adequately prepared to deal with these hazards. The CEOP outlines the general roles and responsibilities of City departments when preparing for, responding to, and recovering from a large-scale emergency or disaster. The CEOP also coordinates emergency and disaster activities with volunteer organizations and businesses that serve the City of Tampa.

The CEOP addresses the four (4) phases of emergency management; **mitigation, preparedness, response, and recovery**. These 4 phases, parallel activities set forth in the State of Florida Comprehensive Emergency Management Plan (CEMP) and the National Response Framework (NRF). The CEOP also describes how national, State, County, and other resources will be coordinated under the National Incident Management System (NIMS) to supplement City resources in response to a disaster.



The City of Tampa CEOP is based on the principle of local governments bearing the initial responsibility for response to an emergency. As a corollary to this principle, each level of government will accomplish the functions for which it is responsible, requesting assistance from the next higher level of government, only after resources at lower level are clearly inadequate to cope with the situation. Therefore local government authorities should know where and how to obtain assistance, if needed. This will be accomplished through the Administration/Finance Section under the NIMS structure.

The CEOP is strategically oriented addressing; the operational concepts and responsibilities of coordinated City emergency response, relief, and recovery. The CEOP describes the basic strategies, assumptions, and mechanisms through which the City government and agencies will mobilize resources and conduct activities to guide and support efforts for emergency response and recovery. The CEOP is functional in a multi-jurisdictional setting, where cross-jurisdiction coordination is required.

To facilitate effective intergovernmental operations, the CEOP adopts a functional approach that groups emergency response organizations according to roles and responsibilities. These

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CEOP

groups are called **Emergency Support Functions (ESF)**. Each ESF is headed by a lead or co-lead agency, which has been selected based on its authorities, resources, and capabilities. These functional groupings will serve as the primary mechanism through which the City will respond to a major or catastrophic emergency. The overall coordination will be provided by the Emergency Manager, on behalf of the Mayor, under the authority and auspices of this plan. Each ESF will be encouraged to use the NIMS/ Incident Command System (ICS) within each of their groups. For overall operations, the City of Tampa will use NIMS.

Should an incident occur in the City of Tampa it is critical that the operations of the incident be coordinated effectively and efficiently across public, private, and volunteer agencies. NIMS utilizes a systems approach to integrate all emergency agencies into a unified framework. This framework forms the basis for interoperability and compatibility that will enable multiple agencies to conduct well-integrated, effective incident management operations and allows for improved technologies and concepts to enhance overall response capabilities and coordination. A nationwide effort, NIMS is federally mandated for local, State, and Federal government agencies per Homeland Security Presidential Directive 5 (HSPD-5).

## Purpose

This CEOP describes how the City of Tampa mitigates, prepares for, responds to, and recovers from the impact of hazards to public health and safety. This plan is based on certain assumptions, specific resources, and capabilities which may be subject to frequent change. Actual measures taken by the City of Tampa to respond to a situation will be tailored to the specific emergency situation. As such, a great deal of flexibility is built into the implementation of this plan. Some deviation in the implementation of the operational concepts identified in this plan may be necessary to protect the public.

## Scope

This plan encompasses the following:

- Establishes **operational concepts** under which departments and agencies of the City of Tampa will operate in response to major or catastrophic emergencies.
- Defines the **emergency response organization** and structure.
- Establishes the **framework** for detailed supportive planning by City agencies, private, and volunteer organizations. Also providing for expeditious, effective, and coordinated employment of available resources before, during, and after a major or catastrophic emergency.

- Identifies **actions required** by the City of Tampa to obtain assistance and relief from the County, State, non-governmental, private organizations, and the Federal government.
- Establishes **fundamental policies**, program strategies, and assumptions.
- Establishes a **concept of operations** spanning the direction and control of an emergency from initial monitoring through post-disaster response and recovery.
- Defines an **interagency coordination** mechanism to facilitate delivery of immediate assistance, direction, and control of response and recovery resources.
- Assigns specific **functional areas of responsibilities** to appropriate City of Tampa departments, agencies, private sector groups, and volunteer organizations.
- Addresses the various **types of emergencies** which are likely to occur, from minor to major or catastrophic.
- Identifies actions that City of Tampa **response and recovery** organizations will take, in coordination with County, State, and Federal counterparts.

## Methodology

The Tampa emergency response department reviewed current and potential hazards specific to the community by assessing regional vulnerability and resources. Through collaboration with many participating agencies, an outline of the CEOP was developed. The plan was then populated based on the current needs of the City of Tampa. Updates are made periodically as the needs of the City evolve.

## Plan Organization

The CEOP is composed of the following elements:

1. The **Basic Plan** consists of the Introduction; Situation; Concept of Operations; Responsibilities; Financial and Administrative Management; Training and Exercises; Public Awareness and Education; and References.
2. **Functional annexes** form the basis of disaster response activities embodied in the plan. There are nineteen annexes, which are each devoted to a specific Emergency Support Function (ESF).
3. **Appendices** which provide specific information and plans related to emergency management activities in the City of Tampa.

## Situation

The City of Tampa has identified specific hazards that have the potential to disrupt day-to-day activities and/or cause extensive property damage, personal injury, and/or casualties. Emergency management activities and planning efforts will focus on those disasters that have

occurred in the past and have the potential for reoccurrence as well as new and complex threats that may occur in the future.

## Assumption

1. **Initial action** for disaster response and recovery operations within the City of Tampa is the responsibility of City government officials.
2. The City of Tampa **maintains authority** for emergency management operations within city limits, and commits all available resources to save lives; minimize personal injury and property damage.
3. If City resources are insufficient, assistance may be sought from County sources following a **City declaration of emergency** by the Mayor. Hillsborough County Emergency Management shall support the City of Tampa in its efforts to secure appropriate declarations, when necessary.
4. If Hillsborough County resources are insufficient, assistance may be sought from state sources after the Hillsborough County Emergency Policy Group has issued a **Declaration of a State of Local Emergency** and the county requests such assistance.
5. If Hillsborough County and state resources are insufficient to cope with a disaster, the Governor will request federal assistance through a **Presidential Emergency or major disaster declaration**.

# Chapter 1: Situation and Assumptions

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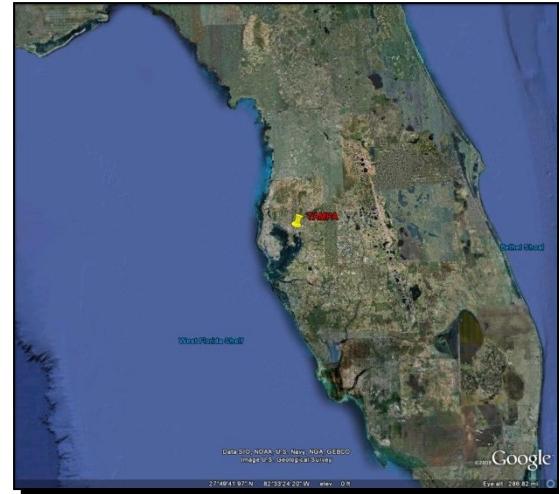
## 1.1 Situation

This section provides a summary of the City of Tampa's potential hazard considerations, geographic characteristics, support facilities, land use patterns, economic profile, and demographics.

### Geographical Characteristics

The City of Tampa lies within Hillsborough County in the west central region of Florida and is considered a coastal community due to its location and proximity to large bodies of water. Unlike other coastal communities in this region, the City of Tampa does not lie directly on the Gulf of Mexico but is bordered by several bays.

The City of Tampa is divided into many neighborhoods, many of which were towns and unincorporated communities annexed as the city grew. These areas include; Downtown Tampa, New Tampa, West Tampa, East Tampa, North Tampa, and South Tampa.



Popular neighborhoods in the City of Tampa include:

- Ybor City
- Forest Hills
- Ballast Point
- Sulphur Springs
- Seminole Heights
- Tampa Heights
- Palma Ceia
- Hyde Park
- Davis Islands
- Tampa Palms
- College Hill
- non-residential areas of Gary
- the Westshore Business District

The City of Tampa includes unique land structure and features. The Davis Islands area of Tampa was built on two (2) made islands, using mud dredged from the bottom of Tampa Bay in the 1920s. It is located at the mouth of the Hillsborough River. The man-made island hosts the Peter O. Knight airport, Tampa General Hospital, and the Davis Island Yacht Club. Davis Islands also contains a commercial area along several blocks that includes restaurants, cafes, bars and shops. Its proximity to downtown Tampa and its views of the Port of Tampa make it a popular area to live. The population was 5,474 at the 2010 census. Many structures on the islands have received national Historic Designation.

Harbour Island is a 177 acre island which is made up of mostly exclusive residential areas, high end hotels, nightclubs and cafes. Harbour Island is situated adjacent to Downtown Tampa, across the Garrison Channel, and is connected to downtown by the Harbour Island Bridge.

The Bayshore area of the City of Tampa extends from Brorein Street in the downtown area, all the way down Tampa's Interbay peninsula. The southern-most portion of the peninsula is only accessible by military personnel within MacDill Airforce Base. Several communities lie within the Bayshore area of the City of Tampa, including Hyde Park, Bayshore Gardens, Bayshore Beautiful, and Ballast Pont. Localized flooding in the area of the City during heavy rainfall is common.



The City of Tampa is approximately 20 miles from the Gulf of Mexico. In Hillsborough County, downtown Tampa is at the region's center, about 30 minutes from the Gulf of Mexico beaches to the west, and one hour from Disney and Universal theme parks to the northeast. The City of Tampa is Florida's third largest city with more than 340,000 residents, while Hillsborough County has more than a million residents in all.

## Climate

The average mean annual temperature in Tampa is 72.2 degrees (F). The normal daily fluctuations in temperature in the winter months are from the low 40's to the low 70's, while during the summer months the temperature ranges from the low 70's to the mid 90's. The average annual rainfall is 42.86 inches.

## Terrain

The terrain is generally flat with a shallow water table. The elevation in the County ranges from sea level to 170 feet above sea level.

## 1.2 Demographics

### Population

According to the 2010 Census, the City of Tampa had a total population of 335,709 of which 171,648 (51.1 percent) were females and 164,061 (48.9 percent) males. The median age was 34.6 years. Nearly 27 percent of the population was under 19 years and 12 percent was 65 years and older.

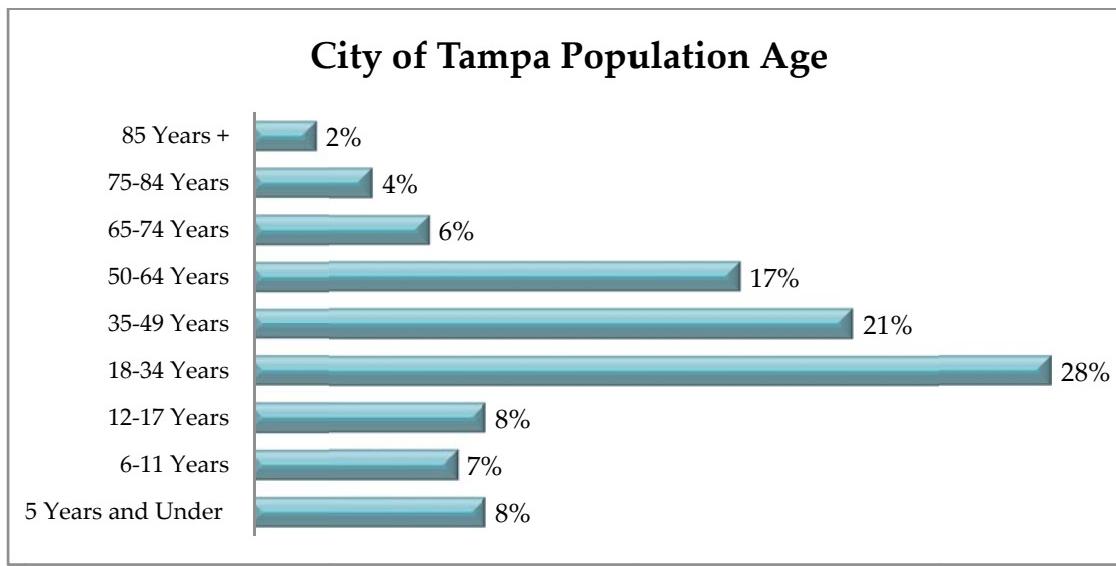


Table 1: City of Tampa Population Distribution by Age

For people reporting one race alone, 62.9 percent were White; 26.2 percent African American; 3.4 percent were Asian; 3.8 percent were some other race; less than 0.1 percent Native Hawaiian or Pacific Islander, and 0.4 percent American Indian or Alaska Native. Three point two (3.2) percent reported two or more races. Twenty-three point one (23.1) percent of the people in Tampa were Hispanic.

### *Households and Families*

In 2010, there were 136,328 households in the City of Tampa. The average household size was 2.37 people. Families made up 41.0 percent of the households in the City of Tampa. This figure includes both married-couple families (27 percent) and other families (14 percent). Nonfamily households made up 59 percent of all households in the City of Tampa.

## City of Tampa Types of Households

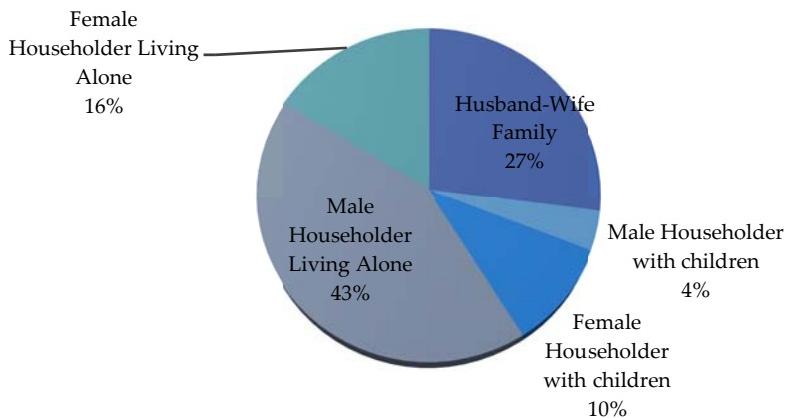


Table 2: City of Tampa Types of households

### *Nativity and Language*

Of the people over the age of 5 living in the City of Tampa in 2010, 14.2 percent were foreign born, and 85.8 percent were native. Among people at least 5 years old living in Tampa in 2010, 24.2 percent spoke a language other than English at home, of those 76 percent spoke Spanish and 24 percent spoke some other language.

### *Geographic Mobility*

In 2010, 76.5 percent of the people at least one year old, in Tampa, were living in the same residence one year earlier; 15.9 percent had moved during the past year from another residence in the same county, 3.6 percent from another county in the same state, 3.1 percent from another state, and 0.8 percent from abroad.

## City of Tampa Geographic Mobility

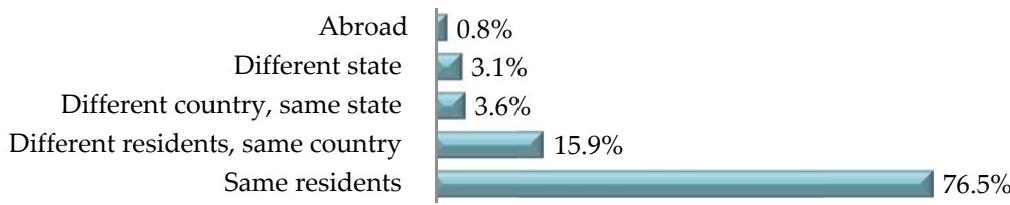


Table 3: City of Tampa Geographic Mobility

## *Education*

In 2010, 83.3 percent of people 25 years and over had at least graduated from high school and 31.2 percent had a bachelor's degree or higher.

Total school enrollment in the City of Tampa was 90,757 in 2010. Nursery, school, and kindergarten enrollment was 9,944 and elementary or high school enrollment was 53,765 children. College or graduate school enrollment was 27,048.

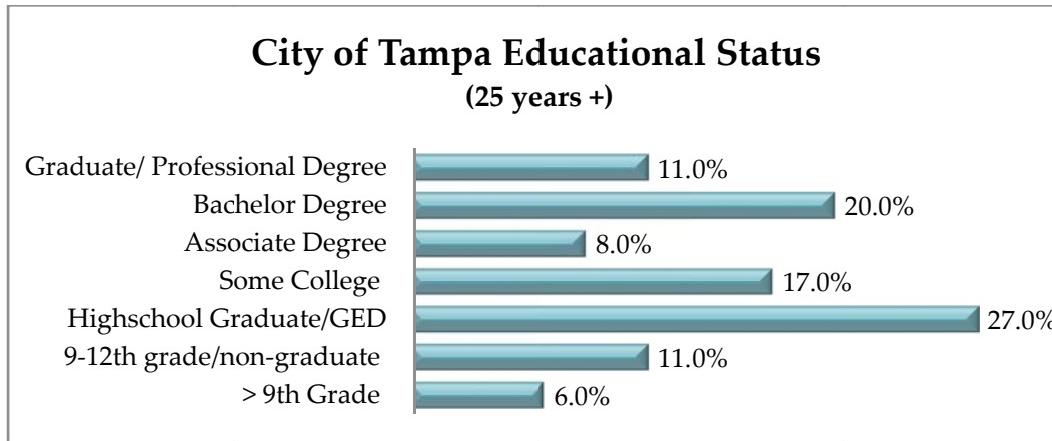


Table 4: City of Tampa Educational Status

## *Disabilities*

In Tampa, among people at least five (5) years old in 2006, 17 percent reported a disability. The likelihood of having a disability varied by age - from 7 percent of people 5 to 15 years old, to 15 percent of people 16 to 64 years old, and to 43 percent of those 65 and older.

## *Travel to Work*

Seventy-seven point nine (77.9) percent of Tampa workers drove to work alone in 2010, 9.5 percent carpooled, 2.7 percent took public transportation, 2.7 percent walked and 2.4 percent used other means. The remaining 4.8 percent worked at home. Among those who commuted to work, it took an average of 22.8 minutes.

## *Income*

The median income of Tampa in 2010 was \$43,215. In 2010, 81.1 percent of the households received earnings and 13 percent received retirement income other than Social Security. Twenty-four point two percent of the households received Social Security. The average income from Social Security was \$13,063. These income sources are not mutually exclusive; that is, some households received income from more than one source.

## *Occupations and Types of Employment*

In 2010, for the employed population 16 years and older, the leading industries in the City of Tampa were educational services, healthcare, and social assistance, (19.9 %), and Professional, scientific, management, along with administrative and waste management services, (14.1 %).

## *Poverty and Participation in Government Programs*

In 2010, 18.6 percent of people were living in poverty. Twenty-seven point four percent of related children under 18 were below the poverty level, compared with 14.8 percent of people 65 years old and over. A total of 14.8 percent of all families and 33.4 percent of families with a female householder and no husband present had incomes below the poverty level.

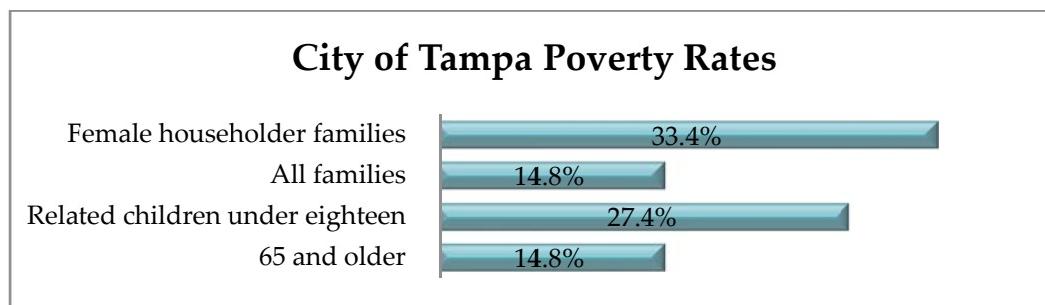


Table 5: City of Tampa Poverty Rates

## *Housing Characteristics*

In 2010, Tampa had a total of 156,675 Housing Units, 13 Percent of which were vacant. Of the total housing units in 2010, 54 percent were in single-unit structures, 33 percent were in multi-unit structures, and 1.6 percent were mobile homes. Twenty-four percent of the housing units were built since 1990.

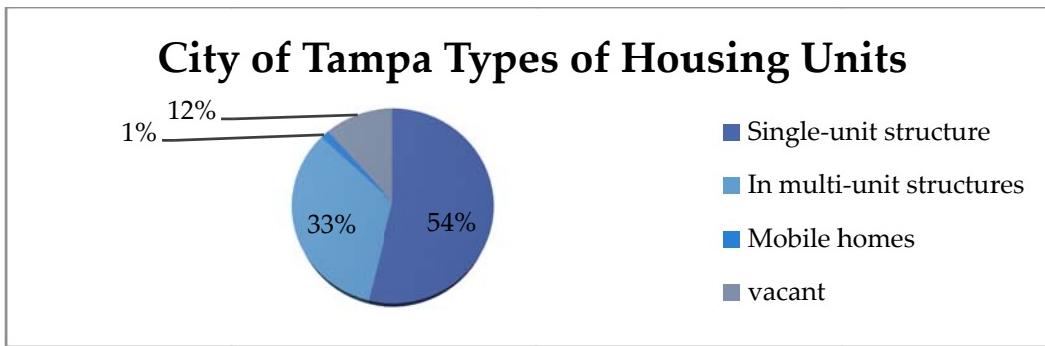


Table 6: City of Tampa Types of Housing Units

### ***Occupied Housing Unit Characteristics***

In 2010, Tampa had 136,328 occupied housing units; 75,614 (55.4 percent) were owner occupied and 52,258 (38 percent) were renter occupied. Nine point three percent of the households did not have telephone service and 10.2 percent of the households did not have access to a vehicle. Thirty-five point five percent had two vehicles and another 11.3 percent had three or more.

### ***Housing Costs***

In 2010, the median monthly housing cost for mortgaged owners was \$1,592. Non-mortgaged owners and renters median costs were \$434.

## **1.3 Economic Profile**

Like the majority of cities in the United States, the City of Tampa felt the effects of the economic downturn. In June of 2010, the unemployment rate in the Tampa Bay area was 11.7 percent. This figure was down slightly from 12 percent in April of 2010, and was higher than the national average of 9.7 percent. According to the U.S. Bureau of Labor Statistics the home foreclosure rate for the City of Tampa in May 2010 was 1 foreclosure for every 209 homes.

The housing market suffered, resulting in numerous evictions, foreclosures and prolonged vacancies. The failure of key businesses, declines in consumer wealth (estimated in the trillions of U.S. dollars), substantial financial commitments incurred by governments, and a significant decline in economic activity are all results of the economic downturn on the City of Tampa.

Tough economic times affected the City of Tampa's budget. The City laid off employees and cut services in order to balance the budget. Preliminary figures show a \$10.3 million drop in the City's property tax revenue and a \$700,000 decline in sales tax revenue.

The average home sale price in February 2008 was \$268,711. The ad valorem tax base for 2007 was \$29.62 billion.

### **Economic Impact Sectors**

The following are selective major sectors of the local economy and their related economic impact on the local community.

#### ***Port of Tampa***

Located just east of downtown Tampa's central business district, the Port of Tampa is the largest economic engine in West Central Florida. Designated as a Foreign Trade Zone (FTZ No. 79), the Port handles nearly 50 million tons of cargo per year and is Florida's largest cargo volume seaport. The 5,000-acre Port

is home to about 250 businesses and more than 22,000 workers, which handle 3,500 vessel calls per year. The Port of Tampa's direct impact on the Tampa Bay region for 2001 was \$6 billion with 34,658 workers who received \$1.2 billion in wages. Counting direct, indirect and induced economic impact, the total impact of the port on the Tampa Bay region is \$13 billion, 107,900 jobs and \$3.7 billion in wage income. Impact on Local Property tax, sales tax and fuel tax is \$170 million and \$210 million in State sales, corporate and other State revenues.

### ***Tampa International Airport (TIA)***

The airport directly and indirectly supports nearly 18,000 jobs in the community and contributes more than \$1 billion annually into the economy. In 2009, nearly 17 million passengers enplaned and deplaned. This figure was down more than seven percent from 2008.

### ***MacDill Air Force Base and Defense Spending***

The total economic impact of MacDill Air Force Base on the Greater Tampa Bay in Fiscal Year 2006 was greater than \$6.5 billion. Impact is comprised of \$2.7 billion in annual payroll (military, civilian and retirees), \$1.2 billion in total annual expenditures (construction, services materials, equipment and supplies) and \$1.6 billion in estimated annual value of indirect jobs created. The total number of jobs supported includes nearly 12,000 military, over 7,200 civilian employees, over 64,000 retired military and 69,000 retired military dependents, 12,400 active duty military dependents and more than 50,000 indirect jobs.

### ***University of South Florida***

The University's total enrollment for the fall 2014 semester was 48,001 students with 40,428 students registered at the Tampa campus. USF's economic impact on the Tampa Bay area approaches \$2 billion annually. More than 85,000 of the university's 190,000 graduates since the first commencement in 1964 live in the Tampa Bay area.

### ***University of Tampa***

The estimated annual economic impact of the University of Tampa is \$300 million. The University has an annual budget of \$75 million, approximately 600 employees (full and part time) and approximately 4,800 students.

### ***Major Employers in the City of Tampa***

The following table shows the top 10 employers in the City of Tampa in 2009.

MAJOR EMPLOYERS IN THE CITY OF TAMPA 2009 DATA		
	Employer Name	# of Employees
1.	Hillsborough County School District	25,494
2.	Hillsborough County Government*	12,246
3.	University of South Florida	8,600
4.	Verizon Communications Corporation	7,850
5.	Tampa International Airport	7,500
6.	MacDill Air Force Base	6,734
7.	Tampa General Hospital	6,020
8.	Publix Food Centers	5,714
9.	Veterans Administration Hospital	4,900
10.	City of Tampa	4,555

\*Source: City of Tampa Comprehensive Annual Financial Report (2009)

Table 7: City of Tampa Major Employers

## 1.4 Land Use

The City of Tampa is located on the west coast of Florida in Hillsborough County. It is bordered by Old Tampa Bay and Hillsborough Bay, which then flow through Tampa Bay into the Gulf of Mexico. Tampa encompasses approximately 170 square miles, with land-surface elevations ranging from sea-level along the coast to approximately 55 feet above sea level.

The City of Tampa is now the third largest city in the State of Florida and the center of a metropolitan area of almost three (3) million people. Tampa is the region's economic engine and a magnet for work, education, entertainment, and living.

While the Port of Tampa continues to have a concentration of heavy and light industrial activity, the character of the surrounding area near downtown Tampa has been undergoing a transformation. This area is no longer the site of warehousing, wholesale, and transportation activities. Rather, it is redeveloping with retail, office, and tourist activities. Interest has also been expressed in developing the area with residential and commercial uses.

Residential development and redevelopment is occurring in the Inter-bay and Tampa Heights areas of the City of Tampa. Redevelopment in these areas, while still in the Hurricane

Vulnerability Zone, must meet the new land development codes. This results in a more disaster-resistant community, and higher property values.

## 1.5 Hazard Analysis

According to the **Hillsborough County Local Mitigation Strategy (LMS)** describes the vulnerability of the City of Tampa to specific hazards. Other hazards are also addressed in this plan due to State of Florida criteria for Local Emergency Operations Plans and likelihood of occurrence.

The hazard analysis identifies probable hazards most likely to occur and cause considerable damage. Hazards seldom occur in isolation from each other. For instance, severe weather has the potential for producing flooding, hazardous materials releases, public health issues, and utility disruptions.

Specific hazards that may affect the City of Tampa include the following:

HAZARD	VULNERABILITY
Coastal/River Erosion	High
Hurricane (Minor) Category 1-2/Tropical Storm	High
Hurricane (Major) Category 3-5	Moderate
Drought	Moderate
Extreme Heat	Low
Flooding	High
Sinkhole	Low
Thunderstorms	High
Tornadoes	High
Tsunami	NA
Wildland Fires	Low
Winter Storms	Low
Hazardous Materials – Transportation	Moderate
Hazardous Materials – Fixed Facility	Moderate
Dam/Levee Failure	Low
Port Vessel collision or On-Water Hazardous Materials Spill	Low
Utility Failure/Power Outage/Critical Infrastructure Disruption	Moderate
Terrorism	Moderate

<b>High</b> – Most of the population affected, major damage to old, poorly maintained homes and mobile homes. Some damage to newer structures built to code likely.
<b>Moderate</b> – Around 50% of the population affected; mobile homes and poorly built or maintained structures most at risk.
<b>Low</b> – Special portions of the population affected, day to day operations not affected, minor cosmetic damage expected to some structures.
<b>NA</b> – Not a threat to the City of Tampa.
<i>Source: Hillsborough County LMS 10/22/09</i>

Table 8: City of Tampa Hazards

## Hurricanes and Tropical Storms

Florida is the most hurricane prone state within the United States due to geographical location and configuration. Hurricanes are the greatest natural disaster threat to the City of Tampa.

The hurricane on record for the 20<sup>th</sup> century in Tampa Bay was in October 1921 when a Category 3 hurricane passing within 30 miles of Tampa caused six (6) deaths and \$1,000,000 in damage. Two other hurricanes of note hit Tampa Bay within 2 1/2 weeks of each other in September-October 1848 causing 15 and 10 feet of storm surge. Altogether, 37 hurricanes and tropical storms passed within 60 miles of Tampa since 1871 which equates to an occurrence every 3.62 years.

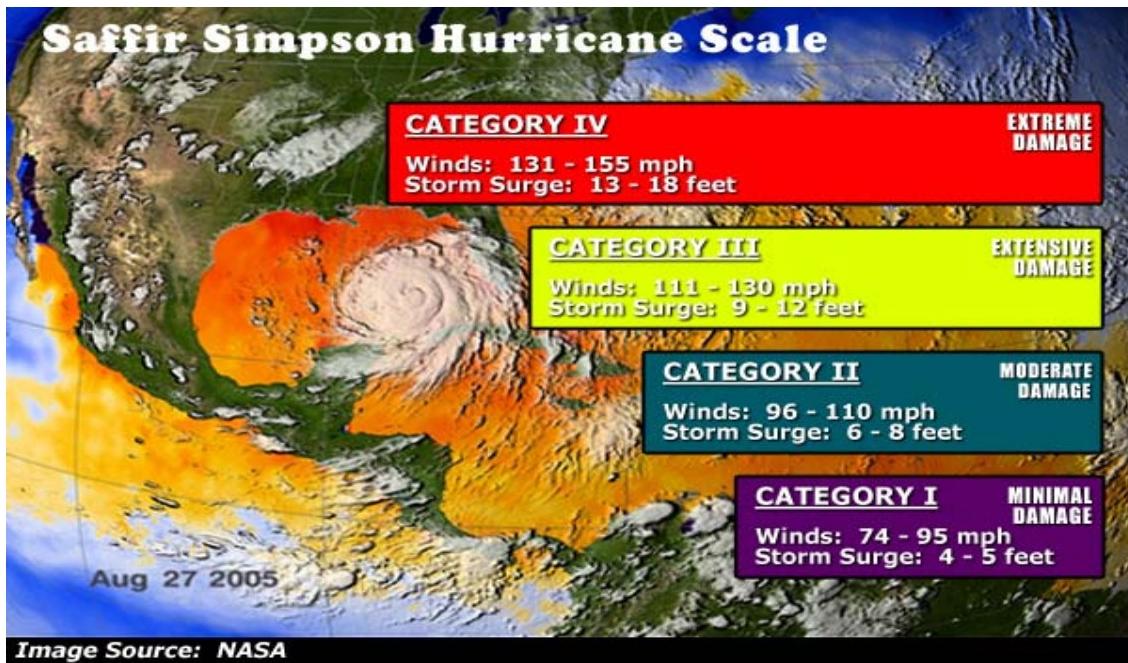


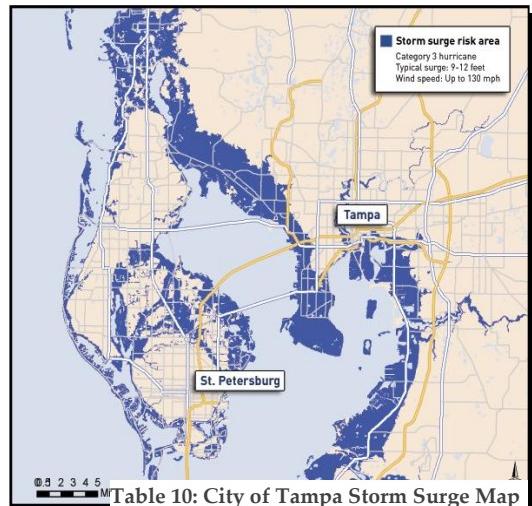
Table 9: Saffir Simpson Hurricane scale

There have been numerous other storms which have affected the area causing protective actions and damage. In September 1985, Elena threatened the area and caused the Tampa Bay region to conduct a major evacuation of over 500,000 people. The City of Tampa sustained substantial flooding from Tropical Storm Josephine in October 1993. Hurricane Georges caused a mandatory evacuation of coastal areas and mobile homes in September 1998, however caused minimal damage. A total of six (6) hurricanes/tropical storms threatened the County from 1995-2001 resulting in voluntary evacuation advisories. None of these storms made direct hits, so minimal, or no damage resulted.

The 2004 hurricane season was unprecedented in the State of Florida. Hurricanes Charley, Frances, Ivan and Jeanne, as well as Tropical Storm Bonnie, all hit Florida in a 48 day span, the most tropical activity in a state in 120 years. All four (4) hurricanes either threatened or struck the City of Tampa. Two of the storms Frances and Jeanne traversed through the City after making landfall on the East Coast. Both West Coast storms, Charley and Ivan, were projected to directly impact the City of Tampa as they approached Florida, however, Charley struck south of Tampa and Ivan passed to the west and impacted the northern Gulf Coast. Both storms made landfall as Category 4 hurricanes. Frances and Jeanne caused substantial damage with flooding, extensive amount of debris, and significant power outages, even though no winds were recorded in the hurricane force category.

### *Major Hazards Produced by a Hurricane or Tropical Storm*

**1. Storm Surge:** The rise in water level in coastal areas caused by the wind and pressure forces of a hurricane. The more intense the hurricane, the higher the surge will be. The output of the National Oceanic and Atmospheric Administration (NOAA) storm surge prediction model, Sea, Lake and Overland Surge from Hurricane (SLOSH), program shows a storm surge height of 28 feet or more above sea level could impact certain areas within the City of Tampa under a worst case Category 5 hurricane.



**2. High Winds** - The high winds of a hurricane also present significant dangers to the population of the City of Tampa. This hazard especially applies to structures unable to withstand the stress and uplift forces from hurricane force winds (winds from 74 to more than 155 miles per hour). Structures most vulnerable to hurricane force winds are mobile homes and substandard housing. Hurricane winds also create hazardous conditions from flying debris.

**3. Rainfall** - Rainfall varies greatly from one hurricane to the next. Size, forward speed, and other meteorological factors may affect the amount of rainfall associated with a particular storm. Areas along rivers which are major drainage systems and low lying areas may be especially vulnerable to flooding. Rainfall may continue to be heavy after a storm loses hurricane status. The rainfall associated with a hurricane averages 6-12 inches, with sometimes higher amounts.

## Tornadoes

Florida ranks third in the United States in the number of tornado occurrences, and considering tornadoes per square mile, Florida is first in the nation. During the period 1959 - 1995, tornadoes killed 82 Floridians, injured 2,562 and caused approximately \$535,000,000 in property damage. During that period, Hillsborough County experienced 97 tornadoes (second most in the State) resulting in three (3) fatalities and 190 injuries.

Tornadoes in Florida are difficult to predict and appear with little or no warning. Instantaneous destruction may occur when a funnel cloud touches down over land (tornado) or water (waterspout). Most Florida tornadoes are small, short-lived, and only touch-down for brief periods of time. They cause localized destruction which is difficult to protect against. Downbursts accompanying thunderstorms can also cause damage similar to that of a tornado.

EF Rating	Wind Speeds	Expected Damage		
<b>EF-0</b>	65-85 mph	'Minor' damage: shingles blown off or parts of a roof peeled off, damage to gutters/siding, branches broken off trees, shallow rooted trees toppled.		
<b>EF-1</b>	86-110 mph	'Moderate' damage: more significant roof damage, windows broken, exterior doors damaged or lost, mobile homes overturned or badly damaged.		
<b>EF-2</b>	111-135 mph	'Considerable' damage: roofs torn off well constructed homes, homes shifted off their foundation, mobile homes completely destroyed, large trees snapped or uprooted, cars can be tossed.		
<b>EF-3</b>	136-165 mph	'Severe' damage: entire stories of well constructed homes destroyed, significant damage done to large buildings, homes with weak foundations can be blown away, trees begin to lose their bark.		
<b>EF-4</b>	166-200 mph	'Extreme' damage: Well constructed homes are leveled, cars are thrown significant distances, top story exterior walls of masonry buildings would likely collapse.		
<b>EF-5</b>	> 200 mph	'Massive/incredible' damage: Well constructed homes are swept away, steel-reinforced concrete structures are critically damaged, high-rise buildings sustain severe structural damage, trees are usually completely debarked, stripped of branches and snapped.		

Table 11: Fujita-Pearson Tornado Scale (NOAA)

## Flooding

The greatest flood threat comes from a hurricane storm surge which would cause widespread damage throughout coastal areas, estuaries and areas adjacent to rivers. Localized flooding from rainfall can adversely affect many sections of the City of Tampa.

Rainfall, caused by the El Niño weather system, caused extensive flooding throughout the City of Tampa over an extended period of time from late 1997 through the spring of 1998.

In 2001, a slow moving and persistent low pressure system, west of the mouth of Tampa Bay, produced coastal flooding, very heavy rain, sustained winds of 20 to 30 mph with occasional higher gusts of up to 50 mph, from South Tampa to Ft. Myers, along the West coast of Florida. Storm tide values ranged to 4.4 feet above Mean Sea Level (MSL) along the Hillsborough County side of Tampa Bay. Near downtown Tampa, Bayshore Boulevard had water covering both the north and south lanes during the early to mid-afternoon hours of July 23<sup>rd</sup>. In addition, substantial flooding was caused by Hurricanes Frances and Jeanne in 2004. Localized flooding from strong thunderstorms is quite common during the summer rainy seasons and occurs on basically an annual basis.

On July 17, 2008 torrential rain flooded a neighborhood in East Tampa and as much a 12 inches of water in the road closed one lane of State Road 60 near U.S. 41. High water flooded the streets in the Orient Park neighborhood, and water reached the windows of businesses on Manhattan Avenue.

Heavy rainfall during the last week of June and the first week of July 2009 caused the flooding of several roadways within the City including: 50<sup>th</sup> Street, Bayshore Boulevard, Howard Avenue and Dale Mabry Highway. Fire Rescue crews evacuated 15 families in the Progress Village area. Tampa set a rainfall record of 4.72 inches on July 1, 2009, beating the previous record of 2.84 inches in 1955.



In June, 2014 tropical storm Debby caused significant damage throughout

Florida, including the City of Tampa. MacDill Air Force Base measured wind gusts of 39 to 51 mph (63 to 82 km/h) during the storm. Rainfall was at least 5 inches (130 mm) across the City and peaked at 11.91 inches (303 mm) near Citrus Park. Tropical storm Debby damaged 74 buildings destroying 6. The storm surge peak was estimated to have reached 4.07 feet (1.24 m) in height. As a result, portions of Bay Shore Boulevard were inundated for three days and Davis Island experienced extensive flooding.

## Thunderstorms

Florida is one of the most thunderstorm prone states and Tampa has been called the "thunderstorm capital of the nation". Thunderstorms may cause damage from lightning, wind, and flooding. High winds from thunderstorms can cause damage to structures and lightning can cause fires and disable electrical power equipment.

Florida is the most lightning prone state. From 1994 to 2003 Florida average annual lightning causalities were nine (9) deaths and 57 injuries. From 2004 to 2007, lightning deaths averaged seven (7) per year and injuries averaged 35 per year.

On April 18, 2009 a line of severe thunderstorms brought heavy rain to the Tampa Bay area and spawned a tornado that passed just north of Pinellas County.

In May 2009 several storm systems dumped copious amounts of rain across the area.

On July 1, 2009 record breaking rainfall fell across the Tampa Bay area. Tampa International Airport received 4.72 inches of rain in one day, shattering the previous July 1 record of 2.84 inches set in 1955.

## Airplane Crash

Tampa International Airport handles approximately 17 million passengers and 176 million pounds of cargo a year (2009 data). Over 30 passenger and cargo airlines serve the airport. The possibility exists for the crash of a large commercial aircraft resulting in mass casualties. Military aircraft utilizing MacDill Air Force Base are also a potential hazard.

The Peter O. Knight Airport, located on Davis Island, is five minutes from downtown Tampa. The airport is used by general aviation operators. In a 12 month period ending in June of 1999, the airport had an average of 180 aircraft per day. At that time there were 102 aircraft based at the Peter O. Knight airport. Since 1975, there have been three (3) incidents at the airport, resulting in two (2) deaths and at least two (2) serious injuries.

## Hazardous Materials

The threat from hazardous materials exists in two (2) forms. The first is from fixed facilities within the City of Tampa and the second is the threat from materials that are transported within or through the City.

One of the largest potential threat areas is the Port of Tampa which stores and handles large quantities of hazardous materials including anhydrous ammonia, petroleum, and industrial chemicals on a daily basis. The Port ranks in the top nineteen (19) nationally in terms of annual tonnage and is the largest port in Florida. In addition, there are numerous fixed facilities in the County that store and utilize significant amounts of a variety of hazardous materials.

The City of Tampa sits along segments of I-4, I-75 and I- 275 and is a major rail center. One of the major industries in this area which makes use of those transportation systems is the phosphate industry, a major user of hazardous materials. The movement of hazardous material for commercial and government use by air, boat, rail, vehicle and pipeline occurs on a daily basis.

Possible emergency situations include;

- exposure to radioactive materials
- seepage or spillage of toxic chemicals or gasses
- explosives that damage large areas
- Chemical fires

## **Coastal Oil Spill**

The Port of Tampa is a major terminal for petroleum products for western Florida. Tampa Bay is vulnerable to oil spills from shipping accidents. The last major oil spill in August 1993 was caused by a collision of a freighter and two (2) tugs, one (1) pushing a barge carrying 255,000 barrels of Jet A gasoline and one (1) pushing a barge containing 88,000 barrels of diesel fuel. This spill caused significant ecological and economic damage to the shoreline and beaches of Pinellas County.

On April 20, 2010 the Deepwater Horizon oil rig exploded off the coast of Louisiana, killing 11 workers aboard the rig. After burning for approximately 36 hours, Deepwater Horizon sank on April 22, 2010, in water approximately 5,000 ft. deep, and has been located resting on the seafloor 1,300 ft. (about a quarter of a mile) northwest of the well. The spill threatened fisheries, tourism, and the habitat of hundreds of bird species. The oil spill caused massive damage to the fragile ecosystem of the gulf coast and waters. Some estimates of the spill make this the largest oil spill ever in the Gulf of Mexico and US history. The oil from the Deepwater Horizon did not reach the western Florida Peninsula. Oil washed ashore on beaches and sensitive wetlands in Louisiana, Mississippi, Alabama and northwest Florida.

## **Terrorism**

The City of Tampa contains numerous targets for potential terrorist groups. Targets include being one of the top 15 media markets in the country, containing a major seaport, international airport, and housing a major military base with a worldwide orientation.

The Risk Analysis Center (RAC), formerly known as Site Profiler is a software and service solution for public safety risk management used by the City of Tampa. The critical tasks involved with managing the risk to the City of Tampa are encompassed in this comprehensive software application that leverages experience in and understanding of the homeland security/all hazards risk environment. Currently the RAC is an exhaustive list of Critical Infrastructure and Key Resources within the City of Tampa, as well as surrounding jurisdictions.

The RAC allows the City of Tampa to:

- Understand and quantify overall risks
- Prioritize risk and optimize resource allocation strategies
- Act on risk judiciously and defensibly
- Monitor risk management results and decisions with real time views of assets and risks

## **Fires - Forest, Structure and Brush**

During prolonged dry periods, fire hazards are increased, especially with below normal water supplies. Beginning in January 2009, 22 suspicious arson fires occurred in the Ybor City area of downtown Tampa. Given the close proximity of the buildings in this area, the danger of a widespread urban fire increased.

## **Sinkholes**

Sinkholes result from the ground sinking and creating a depression in the porous limestone base. As rainfall is filtered through the ground it erodes and dissolves the soluble rock, creating cavities in the subsurface. Changes in underground water levels, either by lack of rainfall or over pumping of the water supply contribute to limestone shifting underground.



The primary risk associated with sinkholes is the collapse of a structure due to the ground giving way underneath. Such occurrences are normally not widespread, but they can totally engulf and destroy individual structures.

On July 11, 2010 a large sinkhole swallowed a car and forced the evacuation of 11 families at the Bordeaux Village Condominiums on North 50<sup>th</sup> Street. No injuries were reported.

## **Extreme Temperatures**

The Christmas freeze of 1989 showed the vulnerability of the City of Tampa to extremely cold weather. This freeze caused widespread and prolonged power outages throughout Hillsborough County as well as the entire State of Florida.

The winter of 2009-2010 was one of the coldest in local history. Tampa set records for consecutive days in which the high temperature did not reach 60 °F, and had 10 consecutive days with a low temperature below freezing. Tampa's all-time record low temperature was 18 °F on December 13, 1962.

Hot weather conditions in the summer, especially when combined with drought conditions, could adversely affect the electrical power generating capacity that feeds the City of Tampa and the remainder of the State. Such conditions can cause problems with regard to public safety, health and welfare.

## **Civil Disturbances**

The City of Tampa, like most large metropolitan areas, is subject to civil disturbances caused by social, political and economic unrest. World events can also be a cause of civil disturbances, especially due to the presence of a large military base in the community. In addition, Tampa has two (2) major universities and a large community college which could possibly be the source of civil disturbances under various circumstances. The most recent civil unrest of any consequence was in February 1987 when tensions in the College Hill area of Tampa erupted into violence over a several day period.

The City of Tampa is considered an influential stop for major political candidates. Tampa was chosen to host the Republican National Convention (RNC) in August of 2012. More than 40,000 people attended the convention.

## **Mass Immigration**

Southern Florida has a history of mass immigration from the Caribbean basin, particularly Cuba and Haiti. A large uncontrolled influx of immigrants has the potential of significantly disrupting the social and economic stability by overwhelming the delivery of essential services, such as medical response and public safety. Armed violence abroad may also precipitate spontaneous mass immigration to Florida. While the Federal government has the primary responsibility for assuming control of mass immigration emergencies, the City of Tampa may have to provide humanitarian effort including: shelter, food, water, medical, and other social services.

## **Drought**

Lack of rainfall over extended periods of time can cause drought conditions which can adversely affect the City of Tampa's agricultural sector, cause wells to go dry, thereby affecting potable water supplies to residents.

The Tampa Bay area has experienced several drought events over the last 10 years. The **National Drought Mitigation Center** indicates that the last drought began in March 2000 and did not end until 2003. According to the Florida Drought Monitor, Florida entered into a second year of drought conditions, as statewide average rainfall deficits during 2006-07 are the largest observed since the mid 1950's. Approximately 20% of Florida experienced severe to extreme drought conditions in 2008. Conditions in the City of Tampa were extreme enough to warrant emergency watering restrictions. According to the June 2010 Palmer Drought Index maps, Hillsborough County is no longer experiencing drought conditions. However, underground water supplies have eroded, and the State of Florida relies on rainfall to supply drinking water to the population. The region's increasingly volatile rainfall patterns, with wild swings year-to-year, complicate efforts to plan ahead.

Tampa Bay Water, the agency created to combat the growing shortage of drinking water in the area, contracted to create a saltwater desalination plant. The plant became fully operational in 2007. The largest seawater desalination facility in the US, it produces an initial 25 million gallons per day (MGD) of drinking water, which reduces the growing demand on the area's aquifers.

## Exotic Pest and Diseases

The agricultural sector of the City is subject to the impacts of exotic pests and diseases, such as Mediterranean fruit flies and citrus canker. Both of these affected this area during the last decade. Impact is generally limited to the agricultural sector.

## Disease and Epidemic Outbreaks

Florida is vulnerable to a number of mosquito-transmitted illnesses rarely or never before seen in the United States. Five epidemics of St. Louis Encephalitis, consisting of 20 or more people, have been reported since 1952. The presence of mosquito vectors combined with immigration or travel from the Caribbean Islands and Latin America has contributed to endemic dengue in the Florida Keys. Cases of Dengue spread north seasonally determined by moisture, increased mosquito breeding, and travel. As of 2014, the first locally acquired case of Chikungunya was reported in Florida. Chikungunya, typically only found in South America Asia and Africa, is also acquired from human-mosquito transmission.

## Critical Infrastructure Disruption

The potential exists for disruptions to electrical power, gas pipelines, or other segments of the infrastructure including disruptions to computer systems can occur through accidental or intentional acts (i.e. cyber-terrorism).

A major electrical power failure is defined as a failure of the electrical distribution system that will exceed 24 hours in duration and affect greater than 33% of the geographical area of the City. Electrical distribution systems can be interrupted for a number of reasons, but those that have historically been the main cause are high winds, severe thunderstorms, and winter storms. A prolonged major electrical distribution system failure during the summer, accompanied by high temperatures, can have dramatic effects on the population City functions, and services.

## Special Events

Large public events may be targeted for terrorist activity or civil disturbances. The City of Tampa hosts several professional sports teams, the most notable being the Tampa Bay Buccaneers, Tampa Bay Rays, Tampa Bay Lightning and New York Yankees Spring Training. The University of South Florida Bulls and University of Tampa Spartans provide multiple National Collegiate Athletic Association (NCAA) sports for the area. Tampa also hosts many traditional events specific to the region including the Gasparilla Day Parade, a mock pirate invasion, which has taken place each February for over a century and it is the 3<sup>rd</sup> largest parade in the United States. Tampa also hosts the Gasparilla Children's Parade, Martin Luther King, Jr. Parade, Knight of Sant' Yago Parade in Ybor City, and the Guavaween Parade and Festival in October. The Outback Bowl provides championship NCAA football in January.

Major attractions in the area include: Busch Gardens, The Florida Aquarium, Tampa Bay Performing Arts Center, Lowry Park Zoo, Tampa Museum of Art, the downtown Tampa Channelside retail complex, and upscale shopping centers, including International Plaza and Westshore Malls in Tampa.

The City of Tampa has hosted 4 Super Bowls to date. The National Football League (NFL) estimates that more than 100,000 people attend some part of the week long festivities.

Tampa was chosen to host the RNC in August of 2012. More than 40,000 people attended the convention. The RNC was held at the St. Pete Times Forum, also located in downtown Tampa.

## Major Transportation Incidents

Tampa is approximately midway down the western coast of Florida, with Miami and Tallahassee located roughly four (4) hours away in opposite directions. As a transportation hub, Tampa includes cruise terminals, sea cargo terminals, air freight terminals and three (3) major highways. The City of Tampa serves as a conduit for three (3) interstates (I-4, I-75, and I-275) and several major state roads. Tampa hosts two (2) major airports (Tampa International and MacDill Air Force Base). A major transportation incident could cause significant problems, especially if combined with a terrorist act or hazardous materials incident.

**Air Service** - The Tampa International Airport (TIA) has consistently been ranked among the nation's finest air facilities by the International Passenger Traffic Association. During 2009, the facility served nearly 17 million passengers, making it the 26<sup>th</sup> busiest airport in North America. The airport sits on more than 3,300 acres of land. The terminal complex consists of landside and airside buildings, which are connected by a fully automated, elevated passenger system that shuttles passengers to and from the planes. Tampa has two commuter airports: Vandenberg Airport and Peter O'Knight Airport.

**Highway Systems** - The major highways serving the City of Tampa are Interstate's 4, 75 and 275; U.S. Highways 41, 60, 92 and 301; the Crosstown Expressway; and the Veteran's Expressway.

**Rail Systems** - The recently restored Tampa Union Station has seven (7) northbound and seven (7) southbound departures on Amtrak weekly. CSX operates a rail line through Tampa to the Port of Tampa, with numerous spurs.

**Port of Tampa** -

Through its location on some of the world's essential trade routes, the Port of Tampa is accessible by relatively inexpensive water transportation to many major markets. The Port of Tampa consists of Hookers Point, Port Sutton,



Big Bend, Port Redwing, Alafia River, Rattlesnake, Rock Port and Port Tampa.

As one of this country's largest port facilities, the Port of Tampa is the United States port closest to the Panama Canal and serves as a distribution and trade center for Florida and the southern United States.

The Port's competitive advantages (location relative to the Central/West Florida Market, number of deep draft liquid bulk berths, deepwater, and the Central Florida Pipeline connection to Orlando) position the Port of Tampa to fulfill its role as the petroleum product gateway for West Central Florida.

PORT OF TAMPA	
<ul style="list-style-type: none"> <li>• 47 million tons of cargo</li> <li>• Top fertilizer port in the world</li> <li>• Florida's largest deep water port</li> <li>• Third largest US port (domestic Tonnage)</li> <li>• Twelfth largest US port (total Tonnage)</li> <li>• One of the world's fastest growing cruise ports</li> </ul>	
Top Commodities (43.9 million tons total)	Tonnage
Petroleum	17,484,220
Phosphate & Related Products	17,287,160
Coal	6,869,770
Aggregates	1,510,143
Cement	808,199
Top General Cargo Commodities (908,791 tons total)	Tonnage
Steel Products	404,007
Scrap Metal	309,589
Fruits & Vegetables	69,967
Vehicles	69,313
Forest Products	55,915
<i>Source: Tampa Chamber of Commerce</i>	

Table 12: Port of Tampa Overview

## Chapter 2: Concept of Operations

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This section of the CEOP describes the methods for the management of emergency activities during the response, recovery, and mitigation phases of an emergency or disaster. The major elements of this section include levels of emergencies or disasters, structure of organization, notification and warning, direction and control, initial and continuing actions necessary for response, recovery, and mitigation efforts.

This CEOP establishes a core set of functional processes to facilitate the City of Tampa during emergency response and recovery management. Each emergency situation may have unique issues and priorities therefore the Office of Emergency Management (OEM) has adopted a multi-hazard approach encompassing key City departments and external agencies involved in emergency response and recovery.

The City of Tampa Emergency Operations Center (EOC) will be activated for all incidents requiring a significant dedication of resources and/or extraordinary inter-department coordination outside the realm of normal day-to-day emergency situations responded to by law enforcement, fire, and emergency medical service agencies.

The **EOC Operations Group**, under the leadership of the Emergency Management (EM) Coordinator will manage the City's response to emergencies or disasters.

### 2.1 Levels of Emergencies and Disasters

**Florida Statute 252** defines a disaster as any natural, technological, or civil emergency that causes damage of sufficient severity and magnitude to result in a declaration of a State of emergency by a County, the Governor, or the President of the United States. F.S. 252 also identifies disasters by the severity of resulting damage, as follows:

#### Catastrophic Disaster

A catastrophic disaster is any emergency that will require massive State and Federal assistance, including immediate military involvement. Hillsborough County will be notified and potential Federal assistance will involve response as well as recovery needs.

#### Major Disaster

A major disaster is any emergency that will likely exceed local capabilities and require a broad range of County, State, and Federal assistance. Hillsborough County will be notified. State and potentially Federal assistance will be required.

## Minor Emergency

A minor emergency is any emergency that is likely to be within the response capabilities of local government and results in only a minimal or no need for County, State, or Federal assistance.

## 2.2 Organization

### Emergency Management

Emergency Management, defined by **Florida statute 252**, is the preparation for, the mitigation of, the response to, and the recovery from emergencies and disasters. Specific emergency management responsibilities include, but are not limited to:

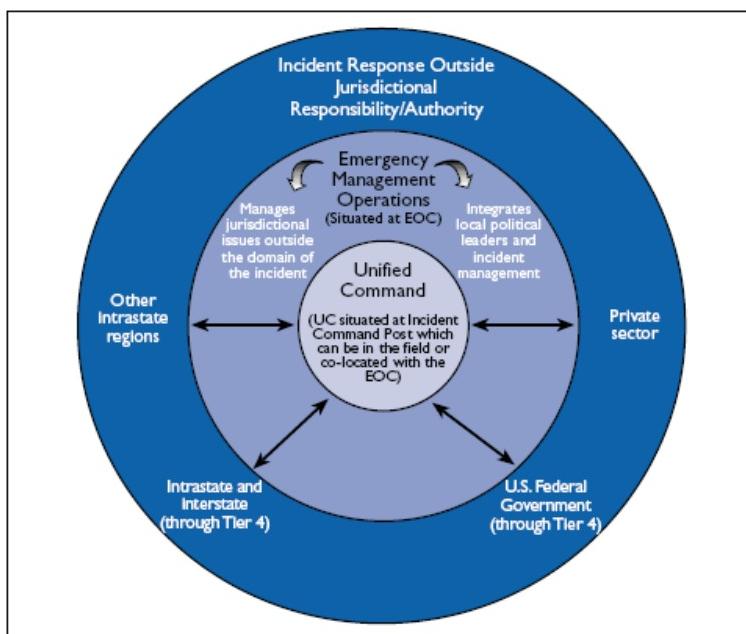


Table 13: Emergency Management Operations

1. **The Reduction of vulnerability** for the City of Tampa from natural, technological, or manmade emergencies.
2. **Preparation** for prompt and efficient response and recovery to protect lives and property affected by emergencies.
3. **Response** to emergencies using all systems, plans, and resources necessary to preserve the health, safety, and welfare of the community.

4. **Recovery** from emergencies including rapid and orderly restoration and rehabilitation of persons and property affected by emergencies.
5. **Provision** of the emergency management system including; pre-emergency preparedness, post-emergency response, recovery, and mitigation.
6. **Assistance** in anticipation, recognition, appraisal, prevention, and mitigation of emergencies which may be caused or aggravated by inadequate planning for, and regulation of, public and private facilities and land use.

## City of Tampa Normal Operations

The City of Tampa operates under the strong mayor form of Mayor-Council Government. The Mayor is given almost total administrative authority, with the power to appoint and dismiss department heads without council approval. The Mayor also prepares and administers the budget, with approval from the City Council. The Mayor appointed **Chief of Staff (COS)**, who supervises department heads, helps prepare the budget and coordinates departments. The COS is accountable to the Mayor.

The **Tampa City Council**, which consists of seven (7) elected Council Members, assists in the governance of the City of Tampa. Council members are elected by the voters within the City Limits of Tampa to serve for a term of four (4) years. Council members for Districts #1, #2, and #3 are elected at-large and those from Districts #4 through #7 are elected in individual districts. The City Council is responsible for enacting ordinances and resolutions that the Mayor of Tampa administers as Chief Executive Officer. The Tampa City Council is a legislative branch of City Government and operates in accordance with the provisions of the **1974 Revised Charter of the City of Tampa**.

## City of Tampa Emergency Operations

### *Declaration of Emergency*

The Mayor, as the governing entity of the City of Tampa, is vested with certain authority in regard to emergency management pursuant to Chapter 252, Florida Statutes. One aspect of such authority is the power to declare a State of Local Emergency, to order an evacuation, re-entry, and terminate of the State of Emergency.

The Mayor may request State assistance or invoke emergency-related mutual-aid assistance after declaring a State of Local Emergency. The duration of each State of Emergency declared locally is limited to seven (7) days; and may be extended, as necessary, in seven (7) day increments.

### *Plan Activation*

When a major or catastrophic emergency has occurred or is imminent, the **Mayor** may issue a declaration of a local state of Emergency. Such an action will immediately activate all portions of this plan. In the absence of a local State of Emergency, the EM Coordinator may activate portions of this plan in accordance with the appropriate levels of mobilization to facilitate response readiness or monitoring activities.

## ***Emergency Conditions***

The City of Tampa **Municipal Ordinance for Emergency Management** provides the guidelines to transform a specialized disaster response organization during emergency conditions, as explained below.

The Mayor may call together the **Executive Policy Group** (EPG) comprised of the following officials:

- Mayor
- COS
- Fire Chief
- Emergency Manager
- City Attorney
- Neighborhood Services Director (Disaster Recovery Team Leader)
- Economic Opportunity Administrator
- Planning & Development Director (Disaster Recovery Team Leader)
- Budget and Neighborhood Empowerment Director
- Police Chief
- Public Affairs Director
- Public Works and Utility Services Administrator
- Chief Financial Officer
- Purchasing Director
- Technology and Innovation Services Director
- Other Officials

The **Executive Assistant** to the Emergency Manager will attend all Tampa EPG meetings to formally record procedures and decisions. The Assistant City Attorney may attend upon request or as needed.

In the absence of the Mayor, the City Council Chair shall serve as EPG Chair. In the absence of the City Council Chair, the Emergency Manager shall serve as EPG Chair. No quorum is needed to exercise the authority delegated, but action shall be taken by majority vote of those members present.

In pursuit of emergency duties, the Mayor shall utilize all available resources of City government as reasonably necessary to cope with the situation. This authorization includes;

- Performing public work and taking prudent action to ensure the health, safety, and welfare of the community.

- Making immediate expenditures to cope with the emergency.
- Entering into contracts.
- Incurring obligations.
- Employing permanent and temporary workers.
- Utilizing volunteer workers.
- Renting equipment.
- Acquiring and distributing with or without compensation supplies, materials, and facilities.
- Appropriating and expending public funds.

The **Emergency Manager** will be responsible for full activation of this plan and for directing preparedness, response, recovery, and mitigation operations.

The **EM Coordinator** is responsible for maintaining the City EOC operational readiness. The EM Coordinator will ensure that appropriate standard operating guidelines and checklists are developed and available to support this plan and oversee the mutual aid process for disaster operations.

The City of Tampa **EOC Operations Group** is comprised of the City Department Directors and/or representatives necessary to ensure complete, functional operations to support the Emergency Manager and EM Coordinator. The Emergency Coordinator provides appropriate Standard Operating Procedures (SOP) and makes them available to guide respective activities during disaster response and recovery operations. The Tampa EOC Operations Group will provide expert advice and services to the Tampa EPG, as required.

## Internal EOC Operations

The **City of Tampa EOC Team** represents City departments that have varied responsibilities in response and recovery operations. City of Tampa EOC Organization representatives can commit resources of their respective organizations and act as a conduit for tasks passed from the EOC to their departments. Accordingly, EOC Organization representatives are directly responsible only to their organization and to the **City EOC Supervisor**. For each ESF, lead and support departments are identified (See matrix on preceding pages). These ESF groupings are designated to coordinate resources between various functional areas. The department designated as the lead is responsible for coordinating resources and supporting departments will assist, as necessary.

The City of Tampa EOC has adopted **Incident Command System ICS** as its management structure. Each ESF will be managed under one (or more) of the five (5) management categories;

- Operations
- Planning & Information Management
- Finance/Administration
- Logistics
- Liaison

Each ESF acts as a functional group within the ICS structure. The **EOC Supervisor** will provide assistance to the areas in these groupings and facilitate transmission of requests and information to the EOC Operations Desk.

The ICS structure has the ability to expand and contract, as necessary. Organizationally, the City EOC will operate similarly for both response and recovery operations. As additional departments are needed in the EOC, they will be phased-into the ICS structure. As ESF structures are no longer needed, they will be phased-out of the ICS organization.

On a day-to-day basis, the City of Tampa coordinates mitigation activities through its various departments and citywide programs. Disaster related mitigation activities would be carried out through the same emergency management system as structured for response and recovery.

### ***Message and Information Flow***

The City of Tampa EOC has an established message control system, which is outlined in the EOC SOP.

Actions that must be worked in the City EOC will originate from various sources including the general public, response agencies in the field, and other City, County or State agencies, etc. Actions that originate from the public will be routed to the EOC Call Center, where the EOC Call Center phone operators will answer and handle calls for general information. **EOC Call Center** phone operators will submit, for response, all valid incoming messages by entering them into **E-Team** or, in the absence of E-Team, onto **Tampa EOC Message Control Forms**.

Call Center Managers will evaluate incoming calls/messages for validity. Calls for service will then be routed to the appropriate department using E-Team or Message Control Forms for information management and resolution.

Each agency representative will enter any actions taken as a result of incoming information into the computer using E-Team software, or note them on the EOC Message Control Form. Periodically, the EOC Supervisor will review E-Team to ensure actions have been completed satisfactorily.

Copies of messages directing the commitment of resources or personnel in the field, or other command centers will be made available to the Section Chief and the information passed on to the EOC Supervisor by the agency directing the action.

The EOC SOP contains more detailed information on E-Team.

### ***Communications Systems***

Communications systems used during emergency operations include landline and cellular telephone and radio systems. Alert Tampa, a notification system used by the City of Tampa is capable of sending alerts to the public via text messages, e-mail, cell phone, and land line calls.

### ***Coordination between City and County EOCs***

The City of Tampa will provide 1-3 representatives/liaisons to serve on the Hillsborough County EOC Operations Group, to coordinate activities between County and City response and recovery elements. These representatives will come from Tampa Fire Rescue, Public Works and Utility Services, and the Tampa Police Department (TPD).

## **2.3 EOC Activation**

Upon activation of the EOC, the Mission Tracking and Message Control Center will be established to control the flow of information received. The Incident Commander (IC) or a designee will closely monitor all messages requiring major actions to be taken to avoid duplication or conflicting instructions. The following persons are authorized to activate any portion of this plan:

1. The **Governor** of the State of Florida may, at his/her discretion, declare a State of Emergency and activate this plan through the Mayor.
2. The **Mayor** may, at his/her discretion, declare a State of emergency and activate any portion of this plan. Upon Declaration of a State of Local Emergency, the Mayor or a

Designee may direct the evacuation of risk areas. At this time schools and business may be directed to cease operations until the emergency has passed.

3. If a situation precludes the timely authorization by the Mayor, the **Emergency Manager** will activate the plan and take such actions, authorized by this plan, as previously approved by the Tampa City Council.

In the event of an incident or disaster, the IC directs the overall management of all related activities including the development and implementation of strategy through incident action planning and approves the ordering of and release of resources.

Upon request of the EOC, City departments and response agencies send representatives to the City of Tampa EOC. Upon arrival the representative(s) receive his/her assignment and an incident briefing. Some agencies may need to send more than one (1) representative if the agency is required to perform several functions.

The EPG may be assembled as an advisory group to the IC in order to provide assistance in the establishing policies.

When activated, the City of Tampa EOC is responsible for the following objectives;

- Implement and manage **incident response operations**
- Implement and manage **incident recovery operations**
- **Coordinate**, and/or act as a liaison with appropriate Federal, State, County and municipal governmental agencies, and the private sector
- **Approve mutual aid requests**
- **Establish incident response and recovery** objectives and strategy
- **Establish priorities and resolution** of conflicting resource demands
- Prepare and issue **emergency public information**

The City of Tampa OEM is constantly monitoring for threats, unusual events, or situations. The EM Coordinator is on-call 24 hours a day, 7 days a week, and is advised of any such events by 911 Dispatch, State Warning Point, concerned citizens, or other agencies. The EM Coordinator also has the responsibility to monitor and follow-up on any threat, unusual event, or situation that has the potential to impact the City of Tampa, such as media reports, weather advisories, etc. It is important to note that since OEM is constantly monitoring the progression of events within the region, the EOC is always considered activated.

The expected or actual severity of the incident is paramount in determining the level of activation. The Emergency Manager or designee, in conjunction with the Mayor, has the responsibility of determining whether OEM should increase or decrease its level of activation.

The purpose of activating the EOC as a result of a disaster is to centralize response and recovery decisions, plans, and operational activities in order to maximize the efficiency, quality, and quantity of resources.

In some cases, upon the recommendation of Emergency Management to activate the EOC, a request is made to the Mayor for a Declaration of a State of Local Emergency. The Mayor is authorized to sign such a declaration at the request of Emergency Management. The authorizing resolution and an unsigned copy of the declaration are maintained in the Department of Emergency Management.

## **EOC Activation Levels**

The City of Tampa EOC operates at one (1) of three (3) levels of readiness in order to carry out its mission.

### ***Level III: Monitoring and Assessment***

Level III is typically a monitoring and assessment phase where a specific threat, unusual event, or situation, is actively monitored by OEM. A Level III activation is an internal process for OEM and involves little, if any, inter-agency direction or coordination. The situation simply warrants observation, verification of appropriate action, and follow-up by OEM staff. Events or incidents that occur during Level III activation can generally be resolved in a brief period of time by using a very small number of resources. Level III activation does not require OEM to significantly alter its day-to-day operations or management structure. Upon notification of the existence of a situation, the EM Coordinator evaluates the situation, and, if conditions warrant, notifies the Emergency Management Director or designee. Appropriate agencies are advised of the situation and instructed to take appropriate action. At the conclusion of the event, the EM Coordinator verifies completion of the actions taken and documents the incident. At times, it is appropriate to hold briefings or staff meetings to respond to, or mitigate the situation, but no Incident Action Plan (IAP) is developed and distributed. Other OEM staff members may become involved but the EM Coordinator will remain the primary point of contact for the incident.

### ***Level II: Partial Activation***

Level II activation, limited agency activation, requires OEM staff and appropriate ESF lead agencies to report to the EOC. All other ESFs are alerted of the event and are on standby. The purpose of Level II activation is to initiate preparations or to coordinate response due to the occurrence of a minor disaster. During Level

II activation, the EOC may be operational 24 hours a day; OEM disseminates information to, and begins to coordinate preparation and response actions with, external agencies, Municipal Branch Representatives, and City of Tampa departments tasked in emergency response. ICS is implemented and the five (5) sections along with the branches are activated. The EOC Command Staff develops and implements an IAP. The IAP is the work plan for everyone, including the Mayor, Department Directors and their staff. The EOC personnel are briefed on the IAP and pertinent items are posted on the EOC status boards. In most cases, the Mission Tracking & Message Control Center, Geographic Information Systems (GIS) services, and the ESF 14/Public Information Unit are activated. Depending upon the event, any appropriate logistical support elements such as the security or food unit, may also be activated.

### ***Level I: Full Scale Activation***

In a full-scale activation, the EOC is activated on a 24-hour schedule due to an imminent threat or disaster. All OEM staff and all ESFs are activated and required to report to the EOC. ICS is implemented and all sections and branches are activated. As in Level II activation, the IAP establishes the operational objectives and priorities of the incident. Additionally, all logistical support elements are activated. At this level response, relief, and recovery operations are expected to last for an extended period of time. Additional support or back-up staff, including representatives from Hillsborough County, the FDEM and/or FEMA, will be notified and available to assist should the response escalate and exceed local capability.

### **EOC Structure**

The City of Tampa EOC utilizes a bottom-up approach in all phases of emergency management, with emergency activities resolved at the lowest appropriate level of government. The resources of departmental, agency, municipal, County, State, and the Federal governments are utilized in sequential order to insure a rapid and efficient response.

The City of Tampa EOC's response to, and recovery from, a disaster is carried out through the organizational structure depicted in Table 16. The IC who appoints command staff leads this organization.

## EOC Branches

The City of Tampa EOC is organized so that maximum advantage can be made of the many interdisciplinary skills and resources that exist on an everyday basis throughout City departments and outside support organizations. These agencies are arranged into three (3) distinct functionally groups based on the type services they perform.

- Infrastructure
- Human Services
- Public Safety

Each agency representative serves as the primary contact and coordinator for his/her respective agency within one (1) of the three (3) branches. The representative may also serve the role as lead or support ESF. The responsibilities of this individual exceed simple representation and coordination of his/her respective agency's activities. OEM has assigned staff to each branch. During activations, as well as throughout the year, the Branch Director is responsible for coordination of the interactive efforts of all the members of the branch. Branch Directors maintain a line of communication with the Operations Section Chief for requesting and reporting on incident objectives and response/recovery actions. Branch Directors are expected to communicate with and request information from the Logistics, Planning and Information, and Administrative/Finance Sections.

The role of each branch is to:

1. **Work jointly** to devise solutions for identified or projected problems
2. **Capitalize on opportunities** to share information, professional and technical skills, and personnel and equipment
3. **Track the status and actions** of the branch
4. **Anticipate upcoming needs**, potential problems, and solutions that relate to the branch
5. Provide and/or coordinate **requested support** for branch members
6. **Advise support agencies** of decisions, actions, and instructions

### ***Infrastructure Branch***

The Infrastructure Branch is responsible for monitoring and coordinating communications, response and recovery actions relative to;

- Flooding
- drainage matters

- debris clearance
- damage assessment
- critical facilities
- Utilities
- Transportation
- engineering

### ***Human Services Branch***

The Human Services Branch assists, as necessary, State and Federal agencies in providing individual and family disaster relief offered through disaster assistance programs. The Human Services Branch is responsible for monitoring and coordinating;

- mass care
- medical services
- disaster mental health
- environmental & public health

### ***Public Safety Branch***

- The Public Safety Branch is responsible for monitoring and coordinating; fire/rescue
- USAR
- hazardous materials
- law enforcement
- Security
- traffic activities
- Evacuation
- re-entry
- mutual aid activities

## EOC TABLE OF ORGANIZATION (ICS)

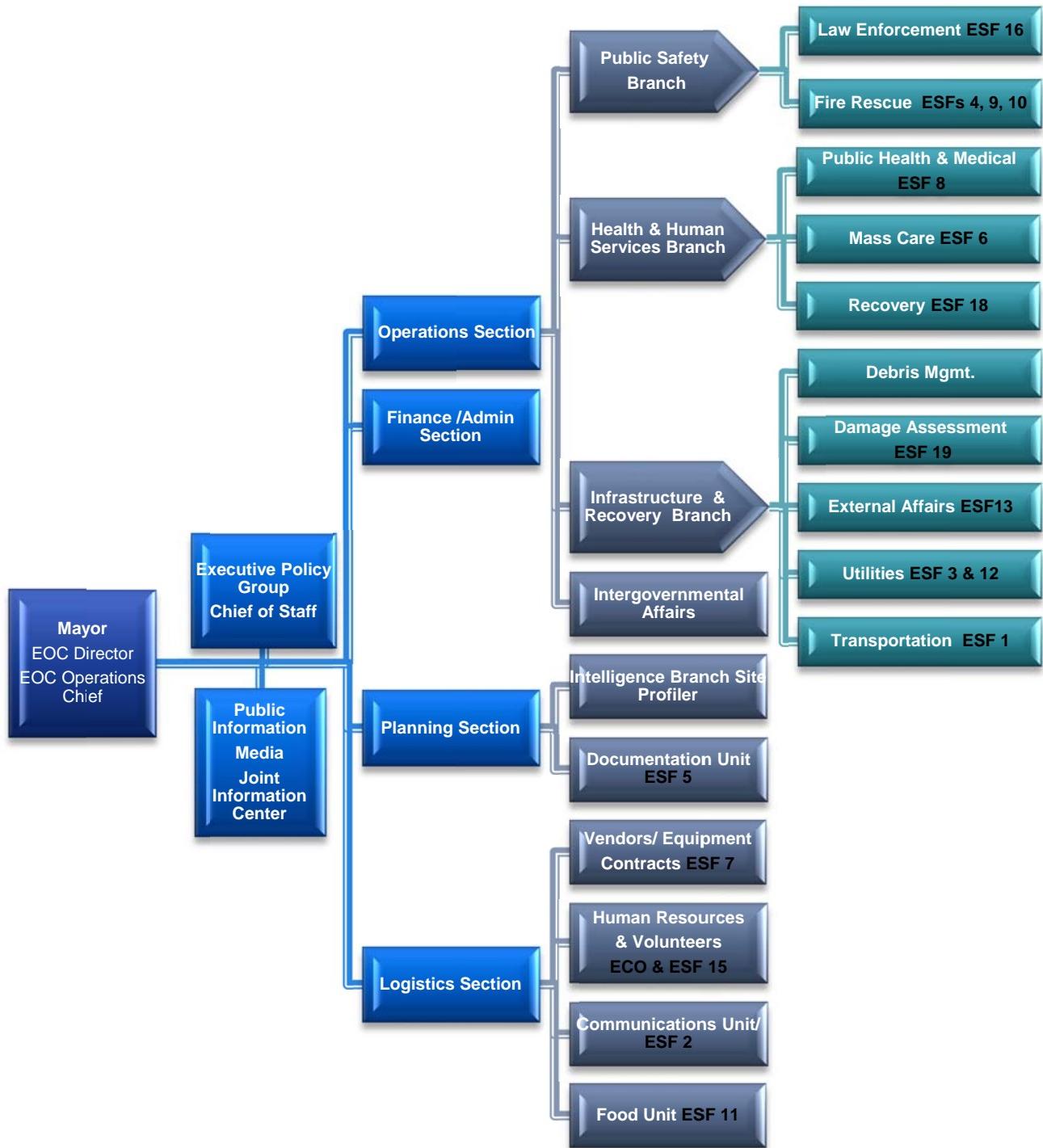
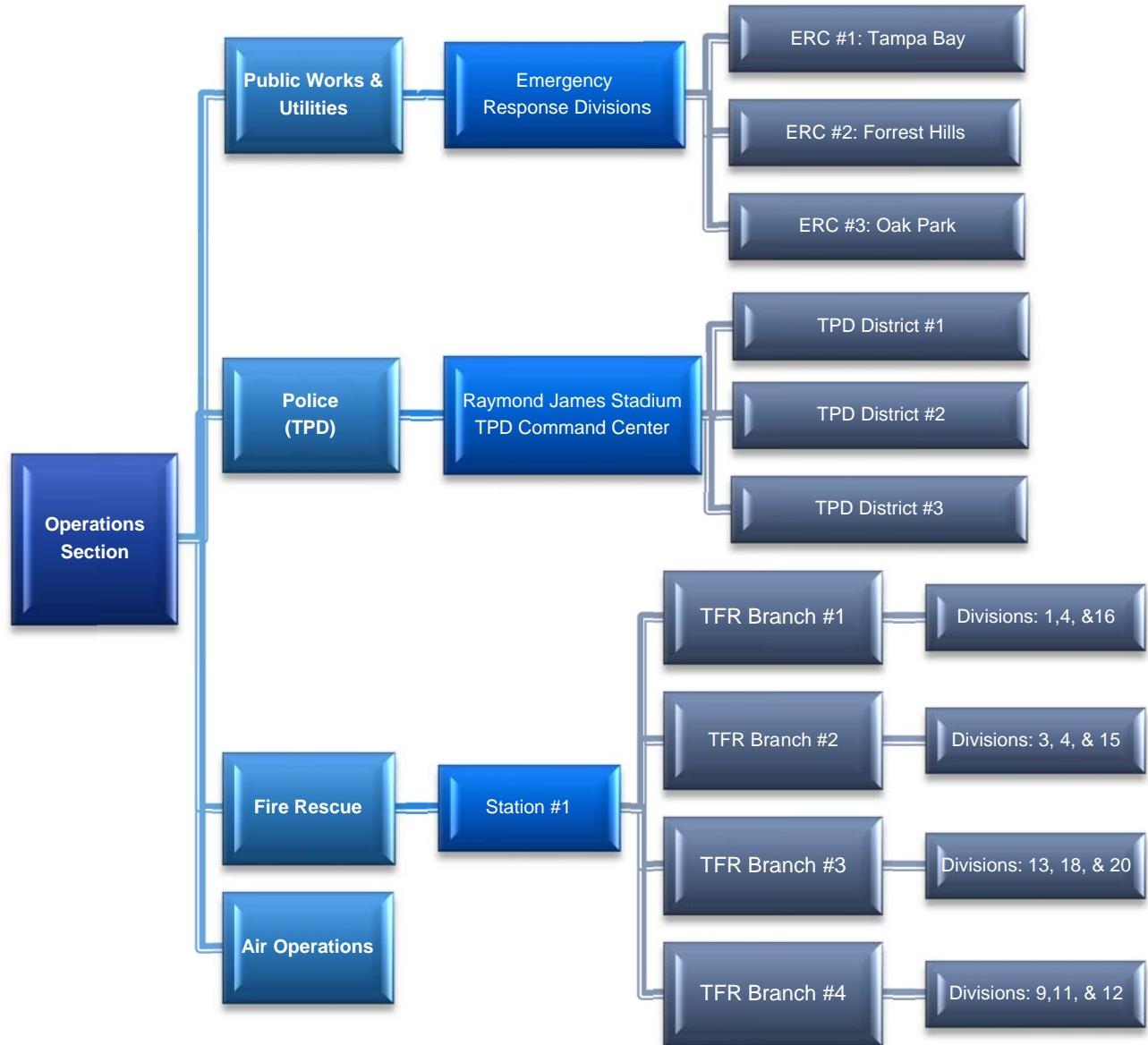


Table 14: EOC Organization

## City Severe Weather Response Structure



## 2.4 Direction and Control

The City of Tampa EOC serves as the centralized direction and control point for all major disasters within the City. The Emergency Manager provides direction for City disaster operations. The **EM Coordinator** manages emergency operations with the assistance of the EOC Organization. Members of the EOC Organization maintain continual contact with their departments to ensure proper coordination of all disaster response and recovery operations.

The EM Coordinator will coordinate any required operational, logistical, and administrative support needs of EOC Organization personnel. EOC Organization personnel will coordinate support needs for their personnel in the field with assistance from the EM Coordinator, if necessary.

The City EOC is activated and managed by the Emergency Manager, EM Coordinator, or their representative. When activated, designated members of the City EOC Organization will provide representation at the City EOC. Under activation status, departments will ensure designated City EOC Organization positions are staffed on a 24-hour basis. Twelve-hour shifts, with shift changes at 7:00 a.m. and 7:00 p.m. will be followed for major events. Eight-hour shifts, with shift changes at 7:00 a.m., 3:00 p.m. and 11:00 pm will be followed for special, non-emergency events. Deviations to this schedule must be cleared with the EM Coordinator or his/her representative.

### Local Disasters

During an actual or imminent major disaster, the Mayor will initiate an emergency meeting of the Tampa EPG and makes recommendations. All executive orders or proclamations issued by the Tampa EPG shall indicate the nature of the disaster, the area or areas threatened, and the conditions creating the disaster or threat. The contents of such orders shall be promptly disseminated to the general public.

As a result of a localized disaster such as a tornado, flooding, fire or hazardous materials incident, the EM Coordinator, or his/her representative, will activate portions of this plan as required to meet the emergency situation. The principle of graduated response will be used in dealing with a localized disaster. The initial response will come from emergency personnel and equipment located within the City of Tampa. Additional resources can be brought to bear by the City EOC if the situation warrants.

### Major Disaster

While a local disaster may occur in a specific section of the City, a major disaster like a hurricane can affect the entire Tampa Bay Region. The destructive nature of the disaster will require a coordinated response between each level of government and other

response agencies in the City. The Mayor may activate portions of this plan in preparation for a major disaster.

Continuous communication and coordination between the cities and counties of the Tampa Bay Region are imperative to ensure an efficient, effective evacuation of the vulnerable areas. Of primary importance is the exchange of information between City and County decision-makers, through their EOC concerning scenario identification and timing for issuance of evacuation orders.

Emergency transportation will be provided to assist during evacuation. Buses and vans will transport evacuees unable to drive or without transportation. Buses, ambulances and special vehicles will be needed to evacuate hospitals in vulnerable areas. Plans include procedures to assist the elderly and disabled during any mass evacuation.

Re-entry into damaged areas will be strictly controlled. Response and recovery operations will be coordinated by the City of Tampa EOC. As the recovery process continues, the various response departments at their normal operating locations may assume coordination of longer-term recovery activities.

## 2.5 National Incident Management System (NIMS)

The City of Tampa will use NIMS to organize its responses to emergencies and disasters. City agencies and organizations have been trained and will continue to be trained in the implementation of NIMS/ICS. While many organizations have differing levels of training in NIMS, all agencies will be required to integrate their management system into the overall City of Tampa NIMS/ICS system to prevent fragmentation and duplicating the use of

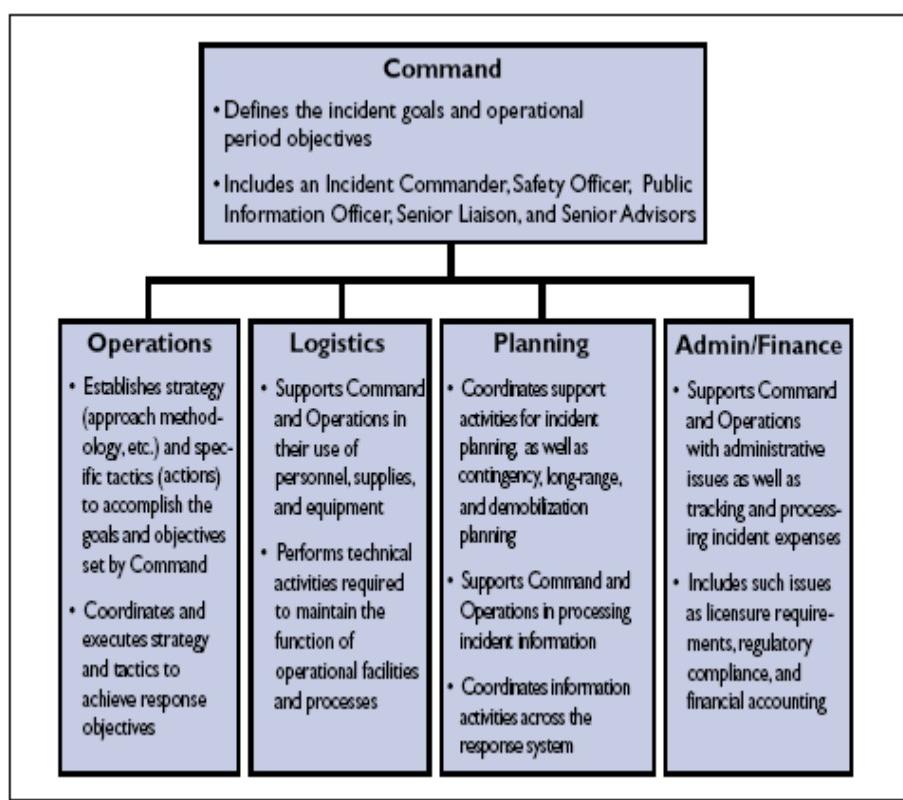


Table 16: NIMS/ ICS Structure

resources during an emergency or disaster.

The following is a description of each of the NIMS Sections and a summary of the responsibilities of each section. Some positions may or may not be needed, depending on the size and complexity of the incident. The ICS/Unified Command (UC) is designed to expand and contract depending on the incident needs. The Span of Control for any Commander, Director, or Unit Leader should only be 3 – 5 people. If the number of direct reports is higher, Branch Leaders shall be assigned to consolidate reporting for similar operational groups. The IC/UC is responsible for assigning personnel to each position as warranted and as per SOP.

## Command Section

### *Incident Commander (IC)*

The IC is responsible for the overall management of all incident activities, including;

- development and implementation of resource allocation
- order approval and release of resources
- developing incident objectives
- manage incident operations

In multi-jurisdictional incidents, the duties of the IC may be carried out by a UC established jointly by the agencies that have direct jurisdictional or functional responsibility for the incident.

In those single-jurisdiction incidents where assisting agencies have significant resources committed, the responsible agency may establish a UC at the IC level, or place assisting agency personnel in key positions within the organizational structure. The IC may have a deputy. The deputy's responsibilities will be as delegated by the IC.

### *Public Information Officer (PIO)*

The PIO, a member of the command staff, is responsible for;

- Collection and release of information about the incident to the news media and other appropriate agencies and organizations
- PIO reports to the IC

### *Safety Officer*

The Safety Officer, a member of the command staff, is responsible for;

- monitoring and assessing hazardous, unsafe situations

- developing measures for assuring personnel safety
- correcting unsafe acts or conditions through the regular line of authority
- maintain awareness of active and developing situations
- medical plan approval
- Provide safety messages in each IAP
- The Safety Officer reports to the IC

### ***Liaison Officer***

The Liaison Officer, a member of the command staff, is responsible for;

- interacting (by providing a point of contact) with the assisting and cooperating agencies, including fire agencies, the American Red Cross, law enforcement, public works and engineering organizations, etc.
- When agencies assign representatives to the incident, the Liaison Officer will coordinate their activities.
- The Liaison Officer reports to the IC.

### ***Agency Representative***

An Agency Representative is assigned to an incident from an assisting or cooperating agency with full authority to make decisions on all matters affecting that agency's participation at the incident. Agency Representatives report to the Liaison Officer, if that position has been filled. If there is no Liaison Officer, Agency Representatives report to the IC. There will be only one Agency Representative from each agency assigned to the incident. In larger incidents, agency representatives will answer to their respective Section Chiefs, who will in turn answer to the IC.

## **Planning Section**

### ***Planning Section Chief***

The Planning Section Chief, a member of the IC's general staff, is responsible for;

- collection, evaluation, dissemination, and use of information regarding the development of the incident and status of resources

Information is needed to;

- understand the current situation
- predict the probable course of incident events

- identification of future resource requirements
- prepare alternative strategies and control operations for the incident
- The Planning Section Chief reports directly to the IC.

The Planning Section Chief may have a deputy. The deputy's responsibilities will be as delegated by the Planning Section Chief. Unit functions may be combined if workload permits.

### *Situation Unit Leader*

#### *(ESF 5/Information and Planning Unit)*

The Situation Unit is primarily responsible for;

- collection and organization of incident status and situation information
- evaluation, analysis, and display of that information for use by ICS personnel
- Report to the Planning Section Chief

### *Resource Unit Leader*

#### *(ESF 7/Resource Management Unit)*

The Resources Unit is primarily responsible for;

- properly checking in incident resources
- resource status change information
- displays, charts, and lists which reflect the current status and location of operational resources
- transportation, support vehicles, and maintaining a file or check-in list of resources assigned to the incident
- answer directly to the Planning Section Chief

### *Documentation Unit Leader*

#### *(ESF 5/Information and Planning)*

The Documentation Unit is responsible for;

- maintaining accurate and complete incident files
- providing duplication service to incident personnel
- packing and storing incident files for legal, analytical, and historical purposes
- The Documentation Unit Leader answers directly to the Planning Section Chief.

## ***Demobilization Unit Leader***

### ***(ESF 5/Information and Planning)***

The demobilization of resources and personnel from a major incident is a team effort involving all elements of the incident command organization. The Demobilization Unit;

- develop the demobilization plan
- coordinates and supports plan implementation
- incident command organization

Several units of the incident command organization—primarily in logistics—are responsible for assisting in the demobilization effort. These units participate in the preparation of the plan.

The Demobilization Unit Leader is responsible for;

- preparation of the demobilization plan
- assist units in orderly, safe, and cost-effective movement of personnel and equipment
- answer directly to the Planning Section Chief

## **Operations Section**

### ***Operations Section Chief***

The Operations Section Chief, a member of the general staff, is responsible for;

- management of all operations directly applicable to the primary mission
- activates and supervises operations, organizational elements, and staging areas in accordance with the IAP
- assists in the formulation of the IAP and directs its execution
- directs the formulation and execution of subordinate unit operational plans
- requests or releases resources and recommendations to the IC
- makes expedient changes to the IAP (as necessary)
- report to the IC

The Operations Section Chief may have a deputy. The deputy's responsibilities will be as delegated by the Operations Section Chief, and the deputy must serve in the same operational period. The Operations Section Chief reports directly to the IC.

### ***Staging Area Manager***

The Staging Area Manager is responsible for overseeing the staging area(s). The Staging Area Manager reports to the Operations Section Chief.

### ***Branch Director***

The Operations Branch Director is responsible for;

- implementation of the IAP within the branch
- direction and execution of branch planning for the assignment of resources within the branch

Branch directors will be activated only when needed in accordance with incident characteristics, the availability of personnel, and the requirements of the IC and Operations Section Chief. The deputy, if activated, must serve in the same operational period as the director. The Operations Branch Director reports to the Operations Section Chief.

### ***Division/Group Supervisor (Operations)***

Divisions divide an incident into natural separations where resources can be effectively managed under span-of-control guidelines. Examples of divisions are floors of a building or segments of a line. Examples of groups are ventilation, salvage, or secondary line construction. The Division or Group Supervisor is responsible for;

- implementation of the assigned portion of the IAP
- assignment of resources within the division or group
- reporting on the progress of control operations and the status of resources within the division or group
- reporting to the Branch Director or, in the event that Branch Directors are not activated, to the Operations Section Chief

### ***Strike Team/Task Force Leader***

The Strike Team or Task Force Leader is responsible for;

- performing operations assigned to a strike team or task force
- reports work progress, resource status, and other important information to a division supervisor
- maintains work records on assigned personnel
- report to a Division/Group Supervisor

## Logistics Section

### *Logistics Section Chief*

The Logistics Section Chief, a member of the general staff, is responsible for;

- providing facilities, services, and materials in support of the incident
- participates in the development of the IAP
- activates and supervises the branches and units within the Logistics Section
- reporting to the IC

### *Logistics Support Branch Director*

The Support Branch Director is responsible for the management of all support activities at the incident. The Support Branch Director's position will be activated only as needed in accordance with incident characteristics, the availability of personnel, and the requirements of the IC and Logistics Section Chief. The Support Branch Director reports to the Logistics Section Chief.

### *Ground Support Unit Leader*

The Ground Support Unit Leader is primarily responsible for;

- providing transportation of personnel, supplies, food, and equipment
- providing fueling, service, maintenance, and repair of vehicles and other ground support equipment
- collecting and recording information about the use of rental equipment and services initiated and requested
- implementing the traffic plan for the incident
- reporting to the Logistics Section Chief

### *Food Unit Leader*

#### *(ESF 11/Food and Water Unit)*

The Food Unit Leader is responsible for determining feeding and cooking facility requirements at all incident facilities including;

- menu planning
- food preparation
- Serving
- providing potable water
- general maintenance of the food service areas

- report to the Service Branch Director (if activated) or the Logistics Section Chief

### ***Communications Unit Leader***

#### ***(ESF 2/Communications Unit)***

The Communications Unit Leader, under the direction of the Service Branch Director or Logistics Section Chief, is responsible for developing plans for the effective use of incident communications equipment and facilities. These include;

- installation and testing communications equipment
- supervision of the incident communications center
- distribution of communications equipment to incident personnel
- maintenance and repair of communications equipment

Incident communications for notification and warning will be dictated by and through the IAP.

### ***Logistics Service Branch Director***

The Service Branch Director is responsible for;

- management of all service activities at the incident
- activation only as needed in accordance with incident characteristics, the availability of personnel, and the requirements of the IC and Logistics Section Chief
- reporting to the Logistics Section Chief

### ***Medical Unit Leader***

#### ***(ESF 8/Health and Medical Unit)***

The Medical Unit Leader is primarily responsible for;

- developing the medical emergency plan
- obtaining medical aid and transportation for injured and ill incident personnel
- preparation of reports and records
- assist operations in supplying medical care and assistance to civilian casualties at the incident
- may require the services of a Welfare Officer to assist in resolving personal matters or to support the general well-being of personnel assigned to the incident

- report to the Service Branch Director in large incidents and directly to the Logistics Section Chief in smaller incidents when a Service Branch Director is not assigned

### ***Facilities Unit Leader***

The Facilities Unit Leader is primarily responsible for;

- activation of incident facilities (i.e., the base, camp(s), and Incident Command Post, etc)
- provide sleeping and sanitation facilities for incident personnel
- management of base and camp operations

Each facility is assigned a manager who reports to the Facilities Unit Leader and is responsible for managing the operation of the facility. The basic functions or activities of the base and camp manager are to provide security service and facility maintenance. The Facilities Unit Leader reports to the Support Branch Director. Communication must be maintained with the Food Unit Leader, who is responsible for providing food for all incident facilities.

### ***Supply Unit Leader***

The Supply Unit Leader is primarily responsible for;

- requesting personnel
- ordering, receiving, and storing all supplies for the incident
- maintaining an inventory of supplies
- servicing non-expendable supplies and equipment
- receiving and/or distribution of equipment
- reporting to the Support Branch Director during large incidents and directly to the Logistics Chief in smaller incidents when a Support Branch Director is not assigned

## **Administration/Finance Section**

### ***Administration/Finance Section Chief***

The Administration/Finance Section Chief, a member of the general staff, is responsible for;

- organizing and operating the Administration/Finance Section within the guidelines, policy, and constraints established by the IC and the responsible agency
- participate in the development of the IAP

- activates and supervises the units within the section

The Administration/Finance function within the ICS is heavily tied to agency-specific policies and procedures. The Administration/Finance Section Chief will normally be assigned from the agency with incident jurisdictional responsibility. The organization and operation of the finance/administration function will require extensive use of agency-provided forms. The Administration/Finance Section Chief reports directly to the IC.

### ***Time Unit Leader***

The Time Unit is responsible for;

- establishing files
- collecting employee time reports
- providing a commissary operation to meet incident needs
- report directly to the Administration/Finance Section Chief

### ***Cost Unit Leader***

The Cost Unit Leader is responsible for;

- actual and estimated incident costs summary
- prepares resources cost reports
- provides cost effectiveness recommendations
- The Cost Unit Leader reports to the Administration/Finance Section Chief.

### ***Compensation/Claims Unit Leader***

Compensation for injury and claims are handled together within one unit in NIMS/ICS. The Compensation/Claims Unit is responsible for;

- prompt preparation and processing of all forms required in the event of injury or death to any person
- gathering evidence and preparing claims documentation for any event involving damage to public or private properties which could result in a claim against the agency
- knowledge of all required agency procedures on claims handling
- working in close coordination with the Medical Unit, Safety Officer, and Agency Representatives
- Reporting to the Finance/Administration Section Chief

### ***Procurement Unit Leader***

The Procurement Unit Leader is responsible for;

- developing a procurement plan for the incident
- performing equipment time recording
- ensuring goods and services are procured to meet the needs of the incident
- Working closely with the Supply Unit, which will implement the procurement plan and perform all incident ordering
- Reporting to the Administration/Finance Section Chief

### **Unified Command (UC) and Area Command**

For incidents that require a multi-agency/multi-jurisdictional response, it may be necessary to initiate a UC Structure. Incoming agencies or units who are not already part of the City of Tampa NIMS/EOC interface will be assigned to work with their counterparts in the already-existing structure. This will ensure consistency of information, efficiency in use of resources, and an overall consistent response and recovery.

It may be necessary to initiate an Area Command, which may integrate the ICS/NIMS Structures of multiple jurisdictions. This would be required if identical resources (personnel or equipment) were being sought after for multiple incidents within the same area or region.

### ***Priorities***

The Unified/Area Command shall work with the **Planning Section** to ensure that overall incident-related priorities are set. Priorities in order of importance include; protection of life, protection of health and welfare, and protection of property. This is consistent with overall incident priorities whether in Area Command or in a single agency response.

### ***Critical Resources***

The Unified/Area Command works with the **Administration Section/Procurement Unit** to ensure that critical resources are allocated according to the established Unified/Area Command priorities.

### ***Incident Management***

The IC also works through the **Unified/Area Command** to ensure that incident management objectives do not conflict with each other or policies set forth by the response/recovery agencies.

### ***Short Term Emergency Recovery***

The overall IC shall work with the **Planning Section** to ensure that short-term emergency recovery is coordinated to assist in the transition to full recovery operation.

## **2.6 Notification and Warning**

Warning for an emergency requires action on two (2) levels: warning officials and organizations and warning the general public. The Emergency Manager will determine the extent and method of warnings. The scope of a warning can range from citywide for an event like a hurricane, to a limited area of the City for a hazardous materials incident.

Hillsborough County Emergency Management has the responsibility for maintaining the county warning points. There are two designated warning points for Hillsborough County, both located at the EOC building at 2711 East Hanna Avenue:

- 1. Primary** – The Primary Warning Point is located at the Hillsborough County Emergency Dispatch Center (EDC), which is also responsible for fire and ambulance dispatch within the unincorporated county. This location serves as the County's 24-hour warning point.
- 2. Secondary** - Hillsborough County EM activates the EOC under emergency conditions, which then assumes County Warning Point responsibilities.

## **2.7 Response Actions**

The City of Tampa EPG is responsible for declaring a Local State of Emergency and issuing evacuation orders for the City of Tampa. These actions will be considered by the EPG based on recommendations from the Emergency Manager or his representative.

The Hillsborough County EPG is responsible for declaring a State of Local Emergency and issuing evacuation orders for the County. These actions will be considered by the Hillsborough County EPG based on recommendations from the Hillsborough County Administrator.

The City EOC will be the central direction and control facility for City of Tampa disaster response operations. Under the direction of the Emergency Manager and EM Coordinator, the City EOC Organization will control all aspects of response activities. The City EOC

Organization consists of representatives from all City departments. Coordination between departments will be conducted within the City EOC.

## **Localized Evacuation**

The principle of graduated response applies to actions taken if a localized disaster causes evacuations from threatened areas. Any evacuation during a localized disaster will be dictated by the situation and by the decision of the IC based upon the threat to the areas adjacent to the disaster site. The decision and order to evacuate will be made within the City of Tampa by the **Mayor**.

During localized evacuation situations, requests for outside assistance will be made through the City of Tampa EOC. This assistance may include;

- opening of selected Red Cross shelters
- emergency transportation
- activation of search and rescue units
- requests for specialized personnel or equipment

All outside assistance will be coordinated through the City EOC.

## **Large Scale Evacuation**

The City of Tampa will follow the guidelines of Hillsborough County Emergency Management during a large scale evacuation. When, in the judgment of the Hillsborough County Administrator, or his/her representative, an approaching hurricane or other emergency presents a threat to Hillsborough County, the Hillsborough County EPG will be convened. If deemed appropriate, the Hillsborough County EPG will issue a Declaration of a State of Local Emergency. The Hillsborough County EPG may issue an Evacuation Order concurrently with this Declaration or may defer the Evacuation Order to a later time.

If necessary during an impending disaster, the Hillsborough County School Board, or if designated by the Board, the Superintendent of Schools, will order the closing of public schools. Public schools will be closed based on consultation with the Hillsborough County Administrator.

Responsibility for closing of businesses during actual or impending disasters rests with individual business management. However, businesses located within an area ordered to be evacuated by the Mayor, or an IC for a localized disaster, must be evacuated.

## Evacuation Routes

Evacuation routes are coordinated between Hillsborough County and the Florida Department of Transportation (FDOT), District 7. The main evacuation routes are the major highways in the County. These include the interstate systems (I-4, I-275 and I-75), U.S. highways (U.S. 41, U.S. 92 and U.S. 301), state roads (S.R. 60, S.R. 580, S.R. 581, S.R. 582, S.R. 597, S.R. 672, S.R. 674 and S.R. 676) and the Crosstown and Veterans Expressways. Evacuation routes are shown on a FDOT District 7 map and on the County Hurricane Guide. The City of Tampa will assist the County in manning evacuation routes as requested. Individuals evacuating out of the area will use the above mentioned routes as their primary means of egress. Individuals evacuating to shelters will use the most direct route from their area to their shelters. To ease traffic congestion, residents in low-lying areas will be advised through the media to consider leaving as early as possible before a mandatory evacuation order begins.

The State of Florida has developed a **Contraflow Plan** that will convert the westbound lanes on Interstate 4 to allow eastbound traffic and the southbound lanes of Interstate 75 to northbound traffic. Converting these lanes will increase the capacity of traffic able to move away from coastal areas. The plan only allows lane reversal during daylight hours and only when a category 4 or 5 hurricane threatens the coast of Florida. The Governor of the State of Florida is the only person who has the authority to activate the plan.

## Traffic Control

To maintain a continuous flow of traffic, both internally and on the evacuation routes leading out of the City, TPD and the City Traffic Engineers have established a traffic control plan. **Traffic Control Points** are designated at critical intersections through the City of Tampa. TPD is assigned to provide the necessary personnel at each Traffic Control Point. Locations of Traffic Control Points are maintained by TPD.

City, County and State law enforcement personnel will provide security along traffic routes. City and County law enforcement will also coordinate emergency vehicles for evacuation routes to assist evacuees with vehicle problems or, if necessary, to move them to a safe area.

In the event of closure of any evacuation route, law enforcement personnel will redirect traffic to alternate routes as appropriate. Intersections or points along evacuation routes that may flood will be identified and plans made for the re-routing of traffic.

## Emergency Transportation

Evacuees who require transportation assistance may use public transportation provided by a **public transit system**. Public transportation will assist evacuees who cannot drive and have no other means of transportation. All evacuees using emergency bus service will be taken to designated shelters. Buses will also be made available to return to the evacuated areas after the emergency or disaster has passed.

Evacuation of bedridden/handicapped persons will be provided by the Hillsborough County EOC. Transportation and medical requirements will be considered in establishing procedures to move these citizens to places of safety. Citizens who require medical attention while living at home will be moved to special needs shelters or to the home of a relative or friend by prior arrangement by the individuals concerned.

## 2.8 Re-entry

The EOC is vested with the authority to allow re-entry to evacuated areas and to declare a termination of a declaration of emergency. In all likelihood, reentry will be a gradual process depending on the extent of damage in various areas of the City.

In all damaged areas, re-entry will not be allowed until the area has been deemed safe by OEM and TPD. In those damaged areas, the Mayor will make recommendations to the public on when the areas are safe as determined by the City.

TPD Special Support Division in conjunction with OEM is tasked with the responsibility of planning, coordinating, and directing Tampa's re-entry and security operations of the affected area(s) using uniform officers from each of the Tampa Police Districts to accomplish the assignment. Greater Tampa Community Emergency Response Team (GT-CERT) Units may also be utilized to assist with the assignment.

## 2.9 State and Federal Assistance

### State Assistance

When a disaster is beyond the capabilities of City of Tampa and Hillsborough County resources, the Hillsborough County EOC will request assistance from the State. The State EOC will coordinate assistance provided to the County.

### Federal Assistance

If a disaster is of such magnitude and severity that the resources within the State are inadequate to successfully respond, the Governor will request Federal assistance

through FEMA to the President of the United States. Once authorized by the President, the Federal government provides assistance through the NRF.

## 2.10 Joint Information Center (JIC)

In the event of a disaster, one or more JICs will be set up. The JIC will be staffed with public affairs representatives from local, State and Federal response agencies. The purpose of the JIC is to ensure the coordinated, timely and accurate release of information to the news media and to the public regarding disaster related activities. The City of Tampa Crisis Communications Plan, included as an annex to this document provides further information on the communications process.

## JIC Organization and Functions

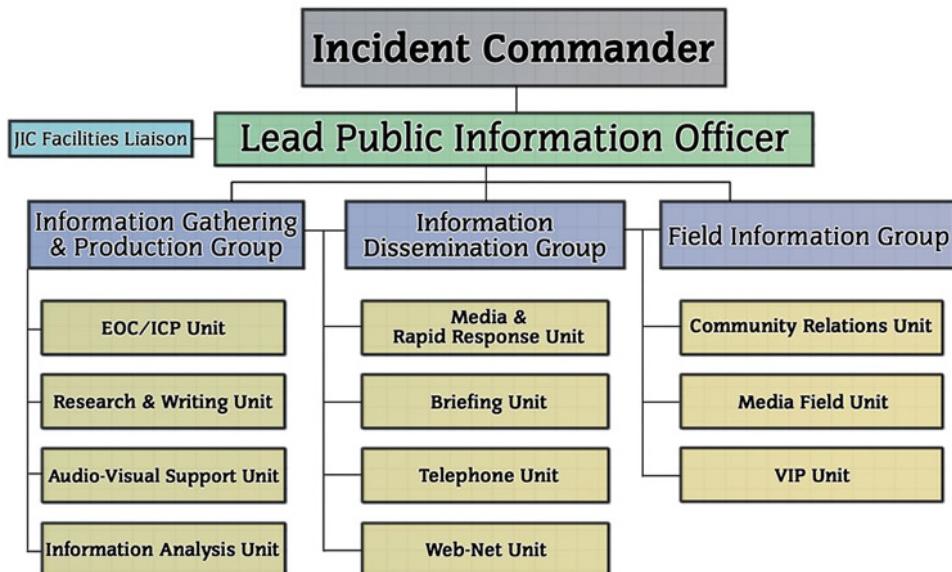


Table 17: Joint Information Center

## 2.11 Mutual Aid Agreements (MAAs)

Mutual Aid Agreements (MAAs) and **Memoranda of Understanding (MOU)** dealing with emergency operations will be entered into as the need arises. The primary agency for the type of agreement involved will develop, coordinate and monitor their agreement. In most cases, MAAs involving resources of the City of Tampa departments will be approved and signed by the Mayor, and in the Mayor's absence, the City Council Chairperson.



Tampa is a signatory to the Statewide MAA for Catastrophic Disaster Response and Recovery. This ties all signatories, which includes most jurisdictions within the State, together in a compact to facilitate rapid assistance to those, which are impacted by a major disaster.

The State of Florida is a member of the **Emergency Management Assistance Compact (EMAC)**. EMAC offers assistance during governor-declared states of emergency through a responsive, straightforward system that allows states to send personnel, equipment, and commodities to help disaster relief efforts in other states. Through EMAC, states can also transfer services. EMAC establishes a firm legal foundation. Once the conditions for providing assistance to a requesting state have been set, the terms constitute a legally binding contractual agreement that makes affected states responsible for reimbursement. The EMAC legislation solves the problems of liability and responsibilities of cost and allows for credentials, licenses, and certifications to be honored across state lines.

## Chapter 3: Roles and Responsibilities

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This CEOP is based on the principle that, while emergencies and disasters have no regard for political boundaries, they always occur at the local government level. Therefore, City of Tampa authorities have primary responsibility for local emergency preparedness, response, recovery, and mitigation. Each office and department of local government must develop and maintain the internal preparedness, response, and recovery procedures it needs to implement this CEOP, including NIMS, and to ensure internal capabilities to perform office or department functions via participating in training and in exercises.

In the City of Tampa, emergency management encompasses all organizations with emergency/disaster functions, rather than one single agency or department. The City's Emergency Management program includes organizations involved in the prevention of, mitigation against, preparedness for, response to, and recovery from disasters or emergencies.

### 3.1 City of Tampa Responsibilities

#### General City Emergency Responsibilities

Recommended responsibilities for the City of Tampa include;

1. **Maintain an emergency management program** that is designed to avoid, reduce and mitigate the effects of hazards through the enforcement of policies, standards and regulations, and that involve all government, private and volunteer organizations which have responsibilities in the comprehensive emergency management system within the City.
2. **Maintain a disaster plan**, which supports and outlines the laws, authorities and functions of each organization involved in the City's emergency management structure, and that is consistent the Hillsborough County CEMP.
3. **Maintain adequate staffing levels** to prepare, train, and exercise the City's staff to meet the needs of emergency prevention/preparedness, response, recovery and mitigation operations.
4. **Maintain and operate a dedicated functional EOC**, to encompass the all-hazards C4I (command, control, communications, computing, and intelligence) center operations necessary for highly populated municipalities. Ensure a constant state of readiness and 24 hour operation of the City's EOC.
5. **Establish one or more secondary EOC** to provide continuity of government and control of emergency operations.

6. Ensure **effective consolidation** of emergency management and homeland security operations to facilitate increased inter-agency information sharing, proper appropriation of resources, and accurate understanding of all threats confronting the City of Tampa.
7. **Facilitate departmental emergency plans synchronization** with target capabilities outlined within the national standards for emergency management.
8. Ensure that municipal response agencies provide an effective response to disasters/emergencies within the geographical boundaries of the City of Tampa.
9. **Coordinate municipal emergency response and recovery** activities with the Hillsborough County EOC and applicable County departments or agencies.
10. **Provide representatives to the Hillsborough County EOC** during actual disasters and exercises. Representatives will represent the City of Tampa and will be assigned from the area(s) of law enforcement, fire and public works.
11. Ensure appropriate **municipal employees are trained** for disaster operations.
12. Ensure adequate **alert and warning systems** are in place to warn the general public and municipal employees of impending disaster situations.
13. Issue State of **Local Emergency and evacuation orders** where necessary in localized emergencies.
14. **Develop evacuation and traffic control plans** which coincide with overall countywide plans. Control traffic within City limits during evacuations.
15. **Notify residents of evacuation zones** and mobile homes of evacuation orders and if necessary, assist residents who need help in evacuating.
16. **Provide security and law enforcement at public shelters** located within the City of Tampa's jurisdiction.
17. **Control re-entry** into evacuated areas within the jurisdiction of the City of Tampa.
18. **Plan for and conduct emergency operations** to maintain/restore all water and wastewater capabilities within the City of Tampa's jurisdiction during disaster/emergencies.
19. Assist the Hillsborough County Health Department in **determining supply of potable water**.
20. Ensure **plans, procedures and training for damage assessments** are established so that accurate and timely damage assessment surveys will be conducted after a disaster. Ensure damage assessment reports are submitted to the Hillsborough County Administrator and Director of Emergency Management in a timely manner.
21. **Plan for and conduct debris removal and disposal operations** after a disaster.

22. Ensure that **detailed records** are kept for disaster response and recovery operations for Federal and State reimbursements.
23. **Designate appropriate public officials** to attend Federal public assistance briefings. Ensure that all projects undertaken under the Federal assistance program are in accordance with established guidelines. Provide required reports to State and Federal representatives.
24. **Provide support**, as available, **during mass casualty operations** and exercises within Hillsborough County to include personnel and resources in the law enforcement, fire and emergency medical service areas.
25. **Provide for the safeguarding of vital records** and survival of government through coordinated continuity of operations planning.
26. Through respective building departments, **coordinate necessary demolition or stabilization of structurally damaged public facilities**, and, coordinate with owners or management of structurally damaged private or private nonprofit facilities regarding structural integrity of the damaged structures. Take appropriate action, including condemnation of damaged structures.
27. Work within the structure of the **NIMS** per Federal mandate. Ensure City agencies work within the established County NIMS structure to ensure consistent and efficient management of the incident.

## **Mayor**

The Mayor of the City of Tampa will oversee and participate in emergency policy decision-making and issue appropriate emergency proclamations, resolutions and executive orders, as provided by the City of Tampa Code of Ordinances, and as related to in-progress emergency operations. The Mayor may delegate his authority as the City's Emergency Manager to a member of his Executive Staff. In addition, the Mayor:

1. **Promulgates this plan** for safeguarding the lives and property of the citizens of Tampa.
2. **Provides for the continuance** of effective and orderly governmental control required for emergency and recovery operations in the event of an actual disaster.
3. **Oversees and participates in emergency policy** decision-making and issues appropriate emergency proclamations, resolutions and executive orders, as provided by the City of Tampa Code of Ordinances, and as related to in-progress emergency operations.
4. **Serves as a member of the Hillsborough EPG**, and, in coordination and cooperation with the Hillsborough County Board of County Commissioners (BOCC), orders

when necessary, the timely and safe evacuation of citizens from any impacted or threatened area within the City of Tampa to ensure preservation of life.

5. **Authorizes the re-entry of citizens** to evacuated areas when the threatened or actual emergency has passed, as coordinated by staff with law enforcement.
6. Meets, upon request, with the Chief of Staff and/or Emergency Manager to address and resolve disaster related issues.
7. **Provides executive direction** to the City EOC during activation.
8. Executes necessary mutual aid and/or other agreements with County, State and Federal disaster relief agencies/departments to preserve the health, safety and welfare of Tampa's citizens.
9. Upon the threat of disaster and, at the request of the Office of Emergency Management **relocates to the City of Tampa EOC or location of safety**.
10. **Assumes responsibility** for other non-critical emergency preparedness and response activities.
11. Work within the structure of **NIMS** per Federal mandate. Ensures City of Tampa agencies work within the established NIMS structure to ensure consistent and efficient management of the incident.

## Chief of Staff

Emergency responsibilities of the COS include:

1. **Be well acquainted with the City of Tampa's CEOP.**
2. **Promulgate policy** for safeguarding the lives and property of the citizens of Tampa.
3. **Meet upon request with the Mayor** to address and resolve disaster/hurricane-related issues.
4. **Provide executive direction** to the City EOC in the absence of the Mayor during activation.
5. **Provide direction and support** during the Emergency Management Steering Committee meetings.
6. Work within the structure of **NIMS** per Federal mandate. Ensure City agencies work within the established County NIMS structure to ensure consistent and efficient management of the incident.

## Executive Policy Group (EPG)

The EPG's major role in an event or incident is to advise the Mayor on appropriate actions including, but not limited to the following:

1. Curbing price gouging

2. Declaring a Local State of Emergency for the City of Tampa
3. Establishing a curfew
4. Entering into contracts

**Members of the EPG include;**

- The Mayor
- Chief of Staff (COS)
- Fire Chief
- Emergency Manager
- City Attorney
- Neighborhood Services Director (Disaster Recovery Team Leader)
- Economic Opportunity Administrator
- Planning and Development Director (Disaster Recovery Team Leader)
- Budget and Neighborhood Empowerment Director
- Police Chief
- Public Affairs Director
- Public Works and Utility Services Administrator
- Chief Financial Officer
- Purchasing Director
- Technology and Innovation Services Director
- Other Officials as deemed necessary

**The EPG formulates general policy** during declared disasters. The EPG will identify the overall objectives to be accomplished. These objectives are embodied in the Incident Action Plan (IAP). The responsibility to carry out these overall objectives falls to the ESFs.

**The EPG will determine the needs of the City** and report the findings to the Mayor, and is responsible for determining when the City will transition from the response phase to the recovery phase of an emergency or disaster.

During special events (Super Bowl, RNC, Gasparilla, etc.) the EPG serves as the **Special Event Command Group**.

## **City Council**

The City Council's actions during and following an emergency influence community members and directly impact the City's ability to protect lives and property. The City

Council works closely with the Mayor in a similar capacity as they work with the Mayor during normal operations. City Council bears the responsibility to;

- 1. Receive regular updates and briefings from the Mayor.**
- 2. Review, approve and extend the declaration of a local “State of Emergency”, as needed.**
- 3. Serve as a liaison with other City, County, State and/or Federal government representatives, as needed.**
- 4. Serve as the liaison with public or community organizations.**
- 5. Receive information and assistance from the Emergency Manager to assist with public information outreach.**
- 6. Conduct public meetings to determine public needs and identify current or future city actions related to the disaster.**
- 7. Review requirements for special legislation and development of policy.**
- 8. Establish executive-level policies and pass important resolutions for the management of the emergency.**
- 9. Consider and advise both short and long term recovery strategies.**
- 10. Support a multi-agency disaster response.**
- 11. Survey problem sites in Tampa and assist residents and the City in finding solutions to problems resulting from the disaster.**
- 12. Visit impacted areas, shelters, and other temporary facilities to spot problems and special issues.**
- 13. Host and accompany VIPs and government officials on tours of the emergency/disaster.**
- 14. Participate in required training as required by State & Federal law.**

### **Fire Chief (Emergency Manager)**

The Fire Chief serving as the Emergency Manager bears the responsibility to;

- 1. Provide direction and control over City of Tampa disaster response and recovery operations.**
- 2. Direct City of Tampa hazard mitigation and post-disaster redevelopment efforts.**
- 3. Issue emergency decisions as necessary under a declared State of Local Emergency.**
- 4. Execute agreements with County, State, and Federal disaster relief agencies.**
- 5. Provide public information support by issuing emergency/disaster advisories to the media.**

6. **Ensure participation** of all departments identified within Chapter 4, Responsibilities of this Plan, as required.
7. **Represent the City of Tampa** at the Hillsborough County EOC as a member of the County's Executive Support Group (ESG). Upon the threat of a hurricane, relocate to the City of Tampa EOC (711 East Henderson Avenue, Tampa, Florida 33602).
8. **Activate the City of Tampa CEOP**, or portions thereof, whenever the situation warrants.
9. **Preside over the EM Steering Committee**, providing disaster condition and response status information that assists the group in the establishment of a citywide prioritization of response activities, determination of the need for additional resources and the identification of information that should be provided to the public.
10. Work within the structure of **NIMS** per Federal mandate. Ensure City agencies work within the established County NIMS structure to ensure consistent and efficient management of the incident.

## **Emergency Management (EM) Coordinator**

Responsibilities of the EM Coordinator include;

1. **Provide Chief of Staff and Fire Chief with Emergency Management direction**, recommendations and information in accordance with professional Emergency Management standards.
2. **Provide situation reports** to the Mayor, Executive Policy Group and City Council during periods of disasters, threats, occurrences and recovery, as deemed appropriate.
3. **Coordinate disaster preparedness, response, mitigation, and recovery** issues with all facets of the community and with the County, State and Federal Emergency Management Agency before, during and after disaster.
4. **Assess the situation**, develop an overall strategy with the Emergency Management Staff and establish emergency objectives and priorities.
5. Depending on the type of the incident and the information available, **order partial or full activation of the EOC**. Obtain a briefing on the extent of the emergency and recommended initial objectives from EOC staff.
6. **Provide direction** to the Emergency Operations Center during activation.
7. Activate the City of Tampa CEOP or portions thereof, whenever the situation warrants.
8. **Serve as the official Authorized Signatory**, as necessary, and receive briefing from FEMA on disaster threshold & reimbursement issues.

9. **Maintain Emergency Management professional certifications** and ensure continuing education standards for the field are achieved annually.
10. **Provide situation reports** to the City Council during periods of disasters, threats, occurrences and recovery, as deemed appropriate.
11. Coordinate support for dignitaries who may visit the City of Tampa during disaster response and recovery operations.
12. Work within the structure of **NIMS** per Federal mandate. Ensure City agencies work within the established City NIMS structure to ensure consistent and efficient management of the incident.

## **City Attorney**

Emergency responsibilities of the City Attorney include;

1. **Be acquainted** with the City of Tampa CEOP.
2. **Provide advice** and guidance to the Mayor and City Council on emergency powers that may be exercised to effectively respond to disaster.
3. **Provide advice and guidance** to the Mayor, Council, and Department Directors during any periods of partial or full EOC activation.
4. **Assist in drafting any proclamations, resolutions, ordinances**, or other formal documents needed to provide for protection of life and property and general public safety.
5. **Be prepared to assume EOC positions**, when activated.
6. Work within the structure of the **NIMS** per Federal mandate.

## **Emergency Support functions (ESFs)**

A department or agency may be designated as the Primary or Lead agency for an ESF for a number of reasons. The agency may have a statutory responsibility to perform that function, or the agency may have developed the necessary expertise to lead the ESF. In some agencies, a portion of the agency's mission is very similar to the mission of the ESF; therefore, the skills to respond in a disaster can be immediately translated from the daily business of that agency. Each agency has the necessary contacts and expertise to coordinate the activities of their function. Responsibilities include;

1. Upon activation of the EOC, the lead agencies for the ESFs will **designate a representative in the EOC** to coordinate that ESF. It is up to the lead agency's discretion as to how many, if any, support agencies they will require present with them. The attendance of support agencies should be coordinated with Office of

Emergency Management (OEM) in the development of Standard Operating Procedures (SOPs).

2. The Primary department for the ESF will be responsible for **obtaining all information relating to ESF activities** and requirements caused by the emergency and disaster response.
3. The City will respond to local requests for assistance through the ESF process. Within the EOC, **requests for assistance** will be tasked to the ESFs for completion. The primary agency will be responsible for coordinating the delivery of that assistance.
4. The EOC Supervisor will issue mission assignments to the lead departments for each ESF based on the identified resource shortfall. **Resource tasking** will be accomplished through the ESFs on a mission assignment basis. The tasking on a mission assignment basis means that a local government resource shortfall will be addressed through assigning a mission to address the shortfall, rather than tasking specific pieces of equipment or personnel.
5. The primary department or agency for that ESF will be responsible for **identifying the particular resource** or resources that will accomplish the mission and coordinate the delivery of that resource to the requesting entity.
6. All ESF representatives are required to work within the structure of **NIMS** to ensure consistent and efficient management of the incident.

Coordination of disaster response and recovery activity will be facilitated by Emergency Support Functions (ESFs). Tampa will use ESFs to align City response and recovery activities with the County and the State. Each ESF will have a primary City department designated based on their orientation, capabilities, and resources. Other departments will be designated as support within each ESF.

A brief description of each of the ESFs follows. Functional annexes of this plan address each of the ESFs in detail.

### ***ESF 1 / Transportation Unit***

The ESF 1/Transportation Unit provides coordination of transportation support to City departments, other government and private agencies, and voluntary organizations requiring transportation to accomplish disaster evacuation, response, and recovery missions.

### ***ESF 2/Communications Unit***

The ESF 2/Communications Unit is responsible for coordinating all communications support to other ESFs within the City emergency response team and agencies as required.

### ***ESF 3/Public Works and Utilities Unit***

The ESF 3/Public Works and Utilities Unit provide public works and utilities support in restoration of critical public services, roads and utilities.

Responsibilities of ESF 3 include:

- debris clearance and disposal
- temporary construction of emergency access routes
- restoration of critical public services
- restoration of water and waste water systems

### ***ESF 4/Firefighting Unit***

The ESF 4/Firefighting Unit is responsible for managing and coordinating local fire service operations, and the coordination of personnel, equipment, and resources to support other ESFs in hazard mitigation, as well as search and rescue (SAR) operations.

### ***ESF 5/Information and Planning Unit***

The ESF 5/Information and Planning Unit is responsible for collecting, processing, and disseminating information to facilitate emergency response efforts and the preparation of special operations plans.

### ***ESF 6/Mass Care and Shelter Unit***

The ESF 6/Mass Care and Shelter Unit is responsible for coordinating efforts to provide sheltering, feeding, and emergency relief, including emergency first aid.

### ***ESF 7/Resource Management Unit***

The ESF 7/Resource Management Unit is responsible for providing logistical management and resource support to all emergency support functions in response and recovery efforts including;

- emergency relief supplies
- facilities
- Equipment
- office supplies
- contracting services

- other resources which may be required

#### ***ESF 8/Health and Medical Services Unit***

The ESF 8/Health and Medical Unit is responsible to coordinate and provide for public health and medical needs following a disaster.

#### ***ESF 9/Search and Rescue (SAR) Unit***

The ESF 9/SAR Unit is responsible for conducting urban search and rescue (USAR) operations, including; Locating, extricating, and providing disaster medical treatment for victims.

#### ***ESF 10/Hazardous Materials Unit***

The ESF 10/Hazardous Materials Unit is responsible for providing a coordinated response to major releases or spills of hazardous materials.

#### ***ESF 11/Food and Water Unit***

The ESF 11/Food and Water Unit is responsible for identifying, securing, and arranging the transportation of food and water assistance to the affected areas.

#### ***ESF 12/Energy Unit***

The ESF 12/Energy Unit is responsible for the coordination, prioritization, and restoration of public utilities and services including;

- emergency water
- waste water
- flood control
- emergency power
- fuel and gas

#### ***ESF 13/Liaison Unit***

The ESF 13/Liaison Unit deals with the issue of providing liaison support from outside agencies during the response and recovery phases of a disaster.

#### ***ESF 14/Public Information***

The ESF 14/Public Information is responsible for the coordination and dissemination of emergency public information.

#### ***ESF 15/Volunteers and Donation Unit***

The ESF 15/Volunteers and Donations Unit is responsible for the overall management and coordination of volunteers and donated goods. ESF 15 also manages the City's relief supplies reception and distribution system.

### ***ESF 16/Law Enforcement and Security Unit***

The ESF 16/Law Enforcement and Security Unit coordinates law enforcement activities during evacuation, response, and recovery operations including;

- law and order
- traffic control
- security
- reentry operations

### ***ESF 17/Animal Services Unit***

The ESF 17/Animal Services Unit coordinates animal protection activities for both small and large animals including;

- emergency medical care
- evacuation
- rescue
- temporary confinement
- shelter
- food and water
- identification and disposal of dead animals

### ***ESF 18/Business and Industry***

ESF 18 Business and Industry responsibilities include;

- collecting information on economic injury in order to assist the process of determining eligibility for Federal disaster assistance
- coordinating business access for damage assessment activities, securing property, and recovery functions
- maintaining inventory of available lodging rooms within the City, prior to and after an emergency event

### ***ESF 19/Damage Assessment Unit***

The ESF 19/Damage Assessment Unit coordinates damage assessment activities for public and private structures following an emergency or disaster in the City of Tampa.

## CITY OF TAMPA PRIMARY AND SECONDARY ESF AGENCIES

Agency	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	ESF 16	ESF 17	ESF 18	ESF 19
L=Lead																			
S=Support																			
911 Communications Center		S																	
Administration																S			
American Red Cross						S	S			S				S					
CERT		S					S	S						S					
Chamber of Commerce																	S		
Clean City	S		S																
Code Enforcement			S														L		
Community Affairs														S					
Economic & Urban Development																	L		
FDLE														S					
Florida Division of Forestry					S														
Florida National Guard													L						
Growth Management			S		S											S	S		
HART	S																		
Hillsborough County Animal Services																L			
Hillsborough County Fire Rescue				S					S	S									
Hillsborough County Health Dept.									S										
Hillsborough County Medical Examiner									S										
Hillsborough County Sheriff's Office																S			
Humane Society of Tampa Bay																	S		
MacDill Air Force Base													S		S				
Neighborhood Services	S														L				
OEM		S		S	L	S	S				S	L			S			S	
Office of Public Affairs														L					
Parks & Recreation	S		S			L										S			
Pinellas County Hazardous Materials										S									
Public Works	L	S	S						S			S						S	
Public Works & Utility Services			L	S															
Purchasing			S				L				S	L							
RACES		S												S					
Revenue & Finance								S											
Salvation Army						S	S			S			S			S			

## CITY OF TAMPA PRIMARY AND SECONDARY ESF AGENCIES

Agency	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	ESF 16	ESF 17	ESF 18	ESF 19
L=Lead																			
S=Support																			
Solid Waste			S																
St. Petersburg Fire Rescue										S									
Stormwater			S																
Tampa Fire Rescue	S	L	S	L		S	L	L	L	L		S	L						
Tampa International Airport																S			
Tampa Police Department	L	L	S	S		S		S	S			S	L	L					
Technology and Innovation		S			S														
TECO			S	S				S		S									
Temple Terrace Police Department															S				
U.S. Coast Guard									S										
United Way of Tampa						S	S								S				
Veterinary Association																S			
Wastewater			S					L											
Water			S				L												

Table 18: ESF Lead and Support Agencies

## Other Units with Emergency Operations Center (EOC) Responsibilities

### *Human Resources Unit*

The Human Resources Unit serves as a support agency to the ESF 6/Mass Care unit, and assigns employees work during emergency and recovery operations.

### *Revenue/Finance Unit*

The Department of Revenue & Finance is responsible for;

- financial management during disaster operations
- complete and accurate accounts of emergency expenditures and obligations, including personnel and equipment costs, must be maintained by each department and compiled by Revenue and Finance for later reimbursement claims
- documentation to substantiate costs for disaster operations will be submitted to the Revenue & Finance Department for consolidation

- providing the obligated reimbursement schedule to OEM on a regular basis by Revenue and Finance
- Revenue and Finance's Chief Accountant will coordinate reporting activities with State and FEMA representatives, and sign the Request for Public Assistance form at the applicant's briefing as the Primary Contact/Authorized Representative.

### *EOC Support Staff*

Depending on the nature of the emergency or disaster, EOC Support Staff may be assigned from various City departments to provide a variety of support to the EOC, including clerical, mapping, runners, telephone and computer operators, etc.

## 3.2 Hillsborough County Government Responsibilities

Responsibilities of the Hillsborough County Government during an emergency or disaster include:

1. **Maintaining an emergency management program** at the County level involving all government, private and volunteer organizations which have responsibilities in the comprehensive emergency management system within the County, and that is designed to avoid, reduce and mitigate the effects of hazards through the enforcement of policies, standards and regulations.
2. **Coordinating the emergency management needs** of all municipalities within the County and working to establish intra-county mutual aid agreements to render emergency assistance.
3. **Implementing a broad-based public awareness, education, and information program** designated to reach all citizens of the County, including those needing special media formats, who are non-English speaking, and those with hearing impairment or loss.
4. **Executing mutual aid agreements** within the State for reciprocal emergency aid and assistance in the event that a situation is beyond the County's capability.
5. **Maintaining cost and expenditure reports** associated with disasters, including resources mobilized as a result of mutual aid agreements.
6. **Developing and maintaining procedures** to receive and shelter persons evacuating within their political jurisdiction and those persons evacuating from outside into their jurisdiction with assistance from the State.
7. Ensuring the County's ability to maintain and **operate a 24-hour warning point** with the capability of warning the public.

8. Working within the structure of the **NIMS** per Federal mandate.

### 3.3 State of Florida Responsibilities

#### Florida Division of Emergency Management (FDEM)

Responsibilities of the FDEM include:

1. **Maintaining an emergency management program** at the State level involving all government, private and volunteer organizations which have responsibilities in the comprehensive emergency management system within Florida.
2. **Maintaining a broad-based public awareness, education and information program** designated to reach a majority of the citizens of Florida, including citizens needing special media formats, such as non-English speaking individuals.
3. Supporting the emergency needs of all counties by developing reciprocal intra- and inter-state **mutual aid agreements**, in addition to coordinating assistance from the FEMA.
4. **Maintaining direction and control** of a State response and recovery organization, based on ESFs, involving broad participation from State, private and voluntary relief organizations, that are compatible with the NRF.
5. **Developing and implementing programs** or initiatives designed to avoid, reduce and mitigate the effects of hazards through the development and enforcement of policies, standards and regulations.
6. **Coordinating State activations** with Florida Volunteer Organizations Active in Disasters (VOAD). Ensuring that these organizations are identified and organized under ESF 15 of the State Emergency Response Team (SERT).
7. **Coordinate State activities** with Florida's business community and its organizations to ensure broad and comprehensive coverage of assistance and relief during a disaster.
8. **Promote mitigation efforts** in the business community with emphases on the State's infrastructure.
9. **Identify critical industry and infrastructure** that may be impacted by disaster or are required for emergency response efforts.
10. **Review and analyze the State CEMP** against national criteria to ensure compliance with goals, procedures, and benchmarks that guide emergency management programs.
11. Work within the structure of the **NIMS** per Federal mandate.

## Governor of Florida

Under the provisions of **Section 252.36, Florida Statutes**, the Governor is responsible for meeting the dangers presented to the State and its people by emergencies. In the event of an emergency beyond the control or capability of local governments, the Governor may assume direct operational control over all or any part of the emergency management functions within the State. Pursuant to the authority vested in that position under Section 252.36, the Governor may:

1. **Declare a State of Emergency** to exist through the issuance of an Executive Order or Proclamation.
2. **Activate the response, recovery and mitigation** components of existing State and local emergency plans.
3. **Serve as Commander in Chief** of the organized and voluntary militia and of all other forces available for emergency duty.
4. **Authorize the deployment and use** of any forces, supplies, materials, equipment and facilities necessary to implement emergency plans.
5. **Suspend the provisions** of any regulation, statute, order or rule prescribing the procedures for conducting government business if compliance would in any way hinder or delay necessary emergency actions.
6. **Utilize all available resources** of the State and local governments, as reasonably necessary to cope with the emergency.
7. **Transfer the direction**, personnel and functions of State agencies to assist in emergency operations.
8. **Commandeer or utilize** any private property necessary to cope with the emergency.
9. **Direct and compel** the evacuation of all or part of the population from any threatened or stricken area.
10. **Prescribe routes**, modes of transportation, and destinations for evacuees.
11. **Control ingress and egress** to and from an emergency area, the movement of persons within the area, and occupancy of premises therein.
12. **Suspend or limit the sale**, dispensing or transportation of alcoholic beverages, firearms, explosives or combustibles, if necessary.
13. **Make provisions** for the availability of temporary emergency housing.

## Governor's Authorized Representative (GAR)

Section 252.36, Florida Statutes, authorizes the Governor to delegate or otherwise assign his command authority and emergency powers as deemed prudent. The Governor may



appoint his Chief of Staff and/or the State Director of Emergency Management as his GAR, to act on his behalf in carrying out the provisions of Chapter 252, Florida Statutes.

## Chapter 4: Resource Management

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### 4.1 Resource Management System

The ESF 7/Resource Management Unit is responsible for providing logistical and resource support to City of Tampa response agencies during large scale emergencies or disasters. This involves the coordination and/or provision for logistical and resource support, for emergency response and recovery operations, to other ESFs and City organizations during the implementation of this plan for an imminent or declared State of Local Emergency. This includes;

- Personnel
- emergency supplies
- office space
- office equipment
- office supplies telecommunications
- contracting services
- transportation services
- personnel required to support emergency activities

More information regarding resource management and support can be found in the ESF 7/Resource Management Annex to this CEOP.

### Resource Management Objectives

The ESF 7/Resource Management Unit will set resource objectives for each incident and periodically conduct a gap analysis to determine which resources are still necessary for operations and those resources that still need to be obtained. This information will be included in the IAP.

Objectives will be established and a gap analysis will also be conducted during citywide, countywide and statewide exercises to gain a better understanding of needed resources and the correct avenues to obtain them. This information will be included in the After Action Report (AAR).

### Resource Needs and Shortfalls

Each ESF will estimate resource shortfalls based on their own available and obtainable resources and report the findings to the ESF 7/Resource Management Unit. ESF 7 will begin analyzing resource shortfalls at the onset of an event. If deemed necessary the ESF

7/Resource Management Unit will take steps to locate and obtain the needed resources, including;

- activating MAAs
- MOUs
- contractual agreements
- business partnerships

The ESF 7/Resource Management Unit will ensure that the needs of emergency responders and residents are prioritized so that additional resources can be located, secured, and distributed by appropriate departments, and used in the most effective manner possible during response and recovery operations. Immediate survival and the needs of victims will be given the highest priority in resource allocation decision making.

During the preparedness phase, OEM will work to secure funds, such as grants, to obtain disaster related resources. In some cases, resources may be obtained using the annual budget of various departments within the City of Tampa.

## **Activation, Dispatch, and Deactivation of Resources**

The ESF 7/Resource Management Unit will be activated for emergency or disaster related incidents by notification of OEM. The Lead Agency is responsible for;

- notifying the support agencies of the activation
- notify those with contractual agreements and MOUs of the need to either stand by or mobilize resources.

Resource needs will be relayed to the ESF 7/Resource Management Unit by other ESFs and agencies through the City of Tampa EOC. When available, resources will be dispatched through their prospective ESF, upon the request of the ESF 7/Resource Management Unit.

Once the emergency is resolved, or the danger has passed, the ESF 7/Resource Management Unit will deactivate dispatched resources through their ESF. Other resources that have been utilized or requested will be notified of the deactivation.

## **Obtaining Resources**

While emergencies and disasters have no regard for political boundaries, they always occur at the local level. Therefore, the City of Tampa has primary responsibility for local emergency preparedness, response, recovery, and mitigation. The City of Tampa will

exhaust local resources and request relief from Hillsborough County only when resources at the City level are, or will be, inadequate to cope with the specific event. The City of Tampa is a signatory to the **Statewide Mutual Aid Agreement**, if resources within the City are insufficient for disaster response and recovery operations, mutual aid will be requested from the Hillsborough County EOC.

When a disaster is beyond the capabilities of City and County resources to respond, the Hillsborough County EOC will request assistance from the State of Florida. The State EOC will coordinate assistance provided to the County. The State has organized various capabilities to assist counties impacted by a disaster.

If a disaster is of such magnitude and severity that the resources within the State of Florida are inadequate to successfully respond, the Governor will request Federal assistance through FEMA to the President of the United States. Once authorized by the President, the Federal government provides assistance through the **National Response Framework NRF**.

## 4.2 Donations and Goods

During an emergency situation in the City of Tampa, the ESF 15/Volunteers and Donations Unit will coordinate with the Hillsborough County EOC to set up and manage a Volunteer Reception Center to receive and assign volunteers. The ESF 15/Volunteers and Donations Unit and The **ESF 7/Resource Support Unit** will establish donated goods collection points to receive and manage donated goods for distribution or pickup, as required.

During an emergency situation in the City of Tampa, resources and capabilities may quickly become exhausted. In many situations, volunteers and donated goods and services will become essential to the recovery process. Managing the established needs for donated goods and services for the City and coordinating the receipt, sorting, prioritizing, and distribution is best accomplished at the City level with support from the Hillsborough County EOC.

The **ESF 15/Volunteers and Donations Unit** is responsible for expediting the delivery of voluntary goods and services to support the relief effort in the City of Tampa before, during and after an emergency or disaster. More information on volunteers and donations can be found in the ESF 15/Volunteers and Donations Annex of this Plan.

## Chapter 5: Recovery and Mitigation Actions

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The recovery phase of an emergency or disaster deals with the functional restoration of a community to the conditions prior to the disaster event. The recovery phase includes but is not limited to the following:

- The **restoration of infrastructure** including roads, traffic controls, signs, canals, railroads, airports, shipping facilities, fuel supplies, potable water supplies, electricity, sewage disposal, storm drains, and flood control facilities.
- The **restoration of public safety** measures including fire suppression, law enforcement, and search and rescue.
- The **restoration of human services** including the provision of health and medical services, environmental and public health concerns, and the provision of services to people, including those with special needs.

The City of Tampa OEM, through the **ESF 3/Public Works and Utilities Unit** is responsible for the coordination of short-term recovery efforts within the City of Tampa. Before the establishment of a **Joint Field Office (JFO)** recovery activities are coordinated through the EOC. Recovery activities include preliminary damage assessment, coordinated debris strategy and debris clearance as well as the coordination of business recovery actions.

In the event of an emergency that is followed by a major disaster declaration (as described in [44 CFR](#)), requiring the establishment of a JFO, OEM becomes the liaison between the City of Tampa and Hillsborough County, along with State and Federal representatives assigned to the DFO. This is also true relative to the implementation of **Disaster Recovery Centers (DRCs)**, and Preliminary Damage Assessment Teams, staging areas, and other sites.

In the event of an emergency that is not followed by a disaster declaration, OEM initially coordinates with the appropriate agencies for assignments, until essential services are restored.

### 5.1 Transition from Response to Recovery

The transition from response activities to recovery may not be concise. The return to an evacuated area may be unavailable for an extended period of time due to uninhabitable conditions – caused by flooding or building collapse, or the lack of access or essential services - such as blocked roadways, lack of water, sewer, or electricity.

Agencies responsible for recovery functions must be activated and ready to perform assigned functions before the response phase is finished. There is a marked difference in the action required during the initial or short-term recovery phase, and the extended or long-term

recovery phase. The different phases occur simultaneously throughout the community. Some neighborhoods functioning through the short-term recovery phase, due to a lack of essential services. Simultaneously, other neighborhoods may address long-term recovery projects, such as road rebuilding and repair.

## 5.2 Short Term Recovery Phase

The short-term recovery phase immediately follows the disaster event and entails the immediate, even if temporary, efforts to allow a return to normal life. The community may still be under emergency conditions if essential services have not been restored. Conditions for **extending the emergency period** during the short-term recovery phase include;

- residents are still residing in shelters
- water or sewer systems are inoperative
- electricity is not available
- food, water, and other basic good shortage
- a curfew is in effect
- re-entry is not possible because of debris or severe damage

The recovery process begins with an **initial damage assessment** conducted by City of Tampa personnel using aircraft, ground vehicles, observer call-ins and the Snapshot Program noted below. The size and type of incident including its overall impact on the community will determine who should participate in the damage assessment process. Minor emergencies or incidents may only require participation of local City agencies and organizations. Major disasters or emergencies may involve Hillsborough County, as well as State and Federal representatives in the damage assessment process.

Oversight of short-term recovery falls within the responsibilities of the **Operations Chief**. The use of inspectors from the City of Tampa Code Compliance and Construction Service Division and **Tampa Fire Rescue (TFR)** SAR personnel are utilized for structural evaluation during the re-entry process.

During the short-term recovery phase, an accurate and complete **economic assessment** is highly unlikely, as the total extent of damage will not be immediately available. The initial damage assessment determines if an emergency declaration is warranted.

## 5.3 Disaster Declaration

If the governor determines the State requires Federal assistance in dealing with an incident or disaster, a **request is submitted to FEMA**. FEMA, in cooperation with the City of Tampa, Hillsborough County and the State of Florida, will perform a preliminary damage assessment

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(PDA). The **FEMA inspectors** meet with an OEM representative who is responsible for coordinating the City's PDA participation, and obtain;

- list of the communities to be inspected
- names and addresses of all local contacts
- population count
- list of damaged facilities with their locations and cost estimates
- annual budget, after debt service, for the City of Tampa
- maps which may be used to show damaged sites
- vehicles, tools and other items necessary to carry out the PDA

The Federal, State, County and City teams jointly verify the extent of damages attributable to the disaster and submit estimates thereof to the **FEMA Regional Director**. The recommendations are then submitted to the **FEMA National Director** in Washington, D.C., who in turn prepares a recommendation to the President of the United States. At such time, the president may issue a Disaster Declaration.

Appropriate City of Tampa and Hillsborough County officials are responsible for providing the State with an **assessment of their capability** to effectively handle the recovery effort. This assessment includes how the damages are to be repaired, a projected schedule for completion, and funding recommendations. Life-safety issues are determined by qualified structural engineers from City and County staff such as the Construction Services Division or from local contractors to the TFR USAR Team.

During a large-scale disaster some of the recovery activities are coordinated from a FEMA DFO. Local, County, State and Federal officials operate from this facility until all required recovery projects are addressed. Basic staffing is organized in accordance with the guidelines provided in the NRF.

## 5.4 Types of State and Federal Assistance

### Individual Assistance (IA)

IA is assistance to private citizens who sustained damage from the disaster event and are uninsured or have insufficient insurance to cover their losses. This program is administered by the **Small Business Administration (SBA)** or through the **FEMA Individuals and Households Program (IHP)**.

Additionally, there is assistance available for those individuals who have been unemployed because of the disaster. Businesses that have been impacted by the disaster

may be eligible for recovery loans from the SBA. An SBA declaration helps any eligible business regardless of the size of that business.

### **Public Assistance (PA)**

PA is disaster assistance provided to public entities including State, County and municipal governments, Indian tribes and certain private non-profit organizations that provide an essential governmental type service.

## **5.5 Long Term Recovery Phase**

Long-term recovery is defined as the point at which repairs are permanent rather than temporary. After the basic essentials are restored and victims have returned to their homes or other permanent housing, the jurisdiction must rebuild the infrastructure and economy to at least a pre-event level.

Activities include;

- dangerously damaged structures demolition
- debris removal
- repair and reconstruction of water and sewer systems, roads, bridges and other public facilities
- repair or reconstruction of private property

The first step in the long-term recovery process following a declared emergency or disaster is to schedule an applicant's briefing, a meeting conducted by a representative of the State for all potential applicants for public assistance grants. At the applicant's briefing all parties are informed of the eligibility requirements, application procedures, administrative requirements, funding and program eligibility criteria to receive Federal and State assistance. OEM will undertake to notify as many potential applicants as possible including advertising the applicant briefing in local newspapers. Potential applicants include City of Tampa department representatives, State and County departments, and certain private not-for-profit organizations. All applicants who believe they may be eligible will be asked to prepare a [Request for Public Assistance \(FEMA Form 90-49\)](#).

Following the applicant's briefing, the **City of Tampa Office of Revenue and Finance** assumes the primary responsibility for coordinating the City activities required by the Public Assistance Program, including oversight of Project Worksheets and grants management.

The State of Florida and/or FEMA then issues a determination as to whether an applicant is eligible to receive public assistance funding. A Kickoff Meeting is then scheduled and conducted by the **Public Assistance Coordination (PAC) Crew Leader**. The meeting is

designed to provide a much more detailed review of the Public Assistance Program and the applicant's needs. The meeting is the first step in establishing a partnership among FEMA, the State, and the applicant and is designed to focus on the specific needs of that applicant. The meeting focuses on the eligibility and documentation requirements that are most pertinent to an applicant. The FEMA Kick Off meeting will be held at a determined location and will be attended by a representative from the Hillsborough County, State, FEMA, OEM and the applicant. Potential applicants are responsible for identifying possible infrastructure recovery projects and participating in the public assistance process.

Each applicant deemed eligible prepares a [Project Worksheet \(PW\) \(FEMA form 90-91\)](#) for each damaged facility. The PW consists of a scope of work necessary to return the facility to its pre-disaster condition and, an estimate of the cost to do so (see 44 CFR 206). Each PW, completed by the City of Tampa is submitted, and is then validated by a representative from FEMA and/or from the State of Florida.

The **FEMA Liaison Officer** at the FEMA Coordinating Office is responsible for the implementation of the public assistance process and oversees all administrative procedures. All contract and work-in-progress monitoring of public assistance recovery projects is the responsibility of the Capital Improvement Construction Coordination Office with the exception of major flood recovery and mitigation projects, which are the responsibility of the Division of Recovery and Mitigation of the **Department of Environmental Resources Management (DERM)**.

## 5.6 Recovery Activities

### Human Services Branch

The Human Services Branch maintains certain duties during the recovery phase. Two areas play an integral role: Disaster Assistance Centers (DACS) and Mass Care.

#### ***Disaster Assistance Centers (DACS)***

If the disaster is of a catastrophic nature, causes widespread damage throughout several segments of Hillsborough County, and the need for the establishment of a DAC is determined the request for assistance from State and Federal partners will be routed through the **Logistic Section**. Whenever possible, DAC locations will be converted to DRCs upon the arrival of FEMA and FDEM personnel and may be augmented by other local agencies or social service providers. In the event that existing locations are not suitable, additional sites such as parks or community centers will be identified.

The process of awarding individual assistance is overseen at the DRCs. All current contact information of agencies offering recovery services will be provided for public dissemination.

The EOC will take the responsibility on all matters related to the operation of DACs/DRCs. These responsibilities include, obtaining procedures on how DAC/DRC personnel will be contacted for work assignments and locations and an inventory of items to include, data, equipment and vehicles required to operate the DACs/DRC. There should also be coordination with the FEMA JFO. Local agencies that may provide information and referral in the DRC may include the American Red Cross and other community service agencies.

For standard operating procedures for DRC operations, please refer to the ESF 6/Mass Care Annex of this document.

### ***Mass Care***

The **American Red Cross** maintains a list of approved shelter sites that meet the criteria outlined in [ARC 4496](#), which states the methods to be used in selecting sites for congregate care facilities. Compliance to this standard is confirmed by the use of ARC Mass Care Facility Survey Form

### **Infrastructure**

The City of Tampa's infrastructure includes roads, traffic controls, water and sewer systems, storm drains, street lights, medical services, electrical and telephone services, food supplies, garbage and debris pick up and disposal. The short-term recovery phase begins with the restoration of these services. Full documentation of recovery efforts must be maintained especially in the event of an emergency or disaster declaration when FEMA will require such documentation to be attached to the **Project Worksheets**.

### ***Debris Removal***

The process of debris removal and clearance of critical transportation infrastructure is a cooperative effort between The City of Tampa Solid Waste Management, Parks & Recreation Department, Public Works Department and the FDOT.

The City of Tampa has been divided into debris removal areas and contracts are in place for the emergency removal and disposal of debris in each of these areas. Staging, sorting, and disposal sites have been identified throughout the City, and can be found in the **City of Tampa Debris Removal SOP**. The City of Tampa

Revenue and Finance department is responsible for the collection and maintenance of debris financial records with the exception of load tickets. These are maintained by Solid Waste Management, who is the lead for debris removal. In the event of a major disaster, FEMA may make debris clearance a mission assignment to another agency such as the U.S. Army Corps of Engineers.

### ***Hazardous Materials***

The ESF-10/Hazardous Materials Unit is responsible for the coordination of all hazardous materials issues encountered during the debris removal process. This may include issues dealing with paint, batteries, insecticides, and other household goods found in damaged structures. The details of this process may be found in ESF 10/Hazardous Materials Unit Annex, located in the ESF section of this document.

### **Insurance Coordination**

Risk Management maintains the procedures and policies for insurance coordination and implementation. Risk Management will coordinate with the Revenue and Finance Department.

### **Staffing**

The emergency support staff utilized for preparing correspondence and maintaining files during the short term recovery phase of an incident or disaster is assigned from a pool of maintenance and clerical staff. In the event that additional staff is required, **temporary employment procurement contracts** may be utilized for the purpose of providing suitable temporary staff.

## **5.7 Hazard Mitigation**

Hazard mitigation under **Sections 404 and 406 of the Stafford Act** is any action taken to reduce or eliminate the long-term risk to human life and property from natural or man-made hazards. While the City of Tampa is performing repair or restorative work, it should consider mitigation methods that will prevent similar damage in a future event thereby reducing future damage.

Hazard Mitigation is pursued on a project-by-project basis. A positive benefit/cost ratio must exist to ensure that the additional work will be cost effective. Mitigation is accomplished by completing additional work that is typically beyond the scope of normal repairs and consistent with more stringent code requirements in order to reduce the vulnerability to future disaster related damages.



Mitigation planning is provided through the **Hillsborough County Hazard Mitigation Section** and carried out by the **LMS Working Group** that consists of representatives from all phases of the community including County departments, municipalities, public and private schools and universities, non-profit organizations and members of the private sector. The Staff that supports the LMS Working Group are from the Hazard Mitigation Section of the Hillsborough County Planning and Growth Management Department.

The LMS contains an all hazard mitigation plan covering virtually any hazard that might occur in Hillsborough County. It also includes numerous recommended mitigation projects and a summary of possible funding sources. Refer to the [Hillsborough County LMS](#) for more detailed mitigation information.

## Chapter 6: Training and Exercise

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This chapter addresses general and specific training of CEOP participants and the exercising of plans, procedures, and response actions. OEM will make EOC Team Members aware of training opportunities as they arise.

### 6.1 Training

Training to develop disciplinary preparedness for mission operations is the individual responsibility of the **Department and Office Managers**. Tampa OEM will conduct annual and other requested in-service training to assist in integration of discipline-specific training with specifics in emergency management. Training includes emergency management exercises and post-event reviews.

The **Emergency Management Steering Committee** meets to discuss training and exercise needs and opportunities. ESF teams will train with OEM at the start of each severe weather season in basic NIMS/ICS principles as well as their basic ESF functions and relationships with other ESFs and EOC operations. At a minimum, all emergency lead and support personnel shall be trained to ICS 100, ICS 200, ICS 300, and ICS 700 levels. The training program shall also include:

- **Incident management** organizations and personnel participating in realistic exercises, including multidisciplinary and multi-jurisdictional events and private-sector and nongovernmental organization interaction.
- Standard courses on **Incident Command** and management and the incident management structure.
- Standard courses on **operational coordination** processes and systems.
- Courses focused on **discipline-specific** subject matter expertise.
- Courses focused on **agency-specific** subject matter expertise.

### 6.2 Training and Exercise Plan

The City of Tampa, along with Hillsborough County participates in the annual Statewide Hurricane Exercise as an opportunity to test and evaluate the ability to manage events that are not experienced on a daily basis. As permitted, the City of Tampa will participate in other all-hazards exercises to test and evaluate current plans and procedures.

OEM and Hillsborough County EM will provide disaster exercise assistance to government and non-governmental agencies as requested. As resources allow, OEM personnel will participate in hospital and nursing home disaster drills, as coordinated by the hospital and nursing home disaster planning committees.

Detailed planning will be accomplished on an interagency basis in preparation for Tampa EOC sponsored exercises. Representatives of each participating agency will develop action items for their Tampa EOC participants to resolve during the actual exercise

All exercises will be planned, conducted and documented using the guidelines set forth in the **Homeland Security Exercise Evaluation Program (HSEEP)**.

An After Action Review will be conducted within thirty days of the cessation of an emergency operation or exercise to identify improvements needed in training, planning and operations, and resource management. Information will be provided to all participants in an **After Action Report (AAR)**. The AAR will be consistent with HSEEP. OEM will follow-up on identified actions to be taken to ensure their completion.

The City of Tampa will conduct, at a minimum, one City-wide exercise each year in accordance with the **Department of Homeland Security's National Planning Scenarios**. The National Planning Scenarios depict a diverse set of high-consequence threat scenarios of both potential terrorist attacks and natural disasters. Collectively, the 15 scenarios are designed to focus contingency planning for homeland security preparedness work at all levels of government and with the private sector. The scenarios form the basis for coordinated planning, training, exercises, and grant investments needed to prepare for emergencies of all types.

The exercise will be conducted in conjunction with other departments, each having a minimum of three objectives to test. Exercise types include drills, tabletops, functionals, and full-scales. Exercises will increase in complexity each year. Documentation in the form of Player Handbooks, Controller, Evaluator and Exercise Plans, Master Scenario Events Lists (MSEL) and AARs will be produced and one copy of each will be submitted to OEM. Following conduct of the exercise, a Hot Wash Debriefing and an After Action Conference will be performed.

The City of Tampa will also;

- Participate with Hillsborough County in a **large-scale mass casualty exercise** to include pre-exercise planning meetings and a post exercise critique.
- Participate with Hillsborough County in an **annual hurricane exercise**. The exercise may be held in conjunction with a State sponsored hurricane exercise.
- Participate with Hillsborough County in one or more **emergency responder exercises** involving mass casualties under various scenarios (e.g. Hazmat, transportation accident, natural disaster, terrorist act, etc.).
- Conduct **hurricane briefings** and training meetings with the Mayor, City Council, department heads, and all other governmental and private emergency response agencies.

- **Brief elected and key appointed officials** on emergency management activities and hurricane preparedness.
- Conduct hurricane and emergency management **seminars** as requested.
- Attend **FEMA and State emergency management courses** as subject matter and availability dictate.

## Chapter 7: Public Awareness and Education

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City officials must strive to keep residents informed about disaster preparedness and emergency operations. Public information in the disaster preparedness/emergency management area is divided into three phases; continuing education, pre-disaster preparation, and post-disaster recovery. Continuing education is intended to increase awareness of disaster preparedness information, educate on ways to protect life and property, and inform the public on the availability of further assistance and information. Pre-disaster preparation informs the public of the imminent danger and provides details about evacuation procedures and sheltering. During the post disaster period, the public is informed about disaster assistance, health precautions, long term sheltering, etc.

It is important, especially immediately before and after a disaster, to keep the public informed on all relevant matters to include government decisions, recommendations, and instructions. Reliable official information is imperative to ensure against rumors that can cause panic, fear, and confusion. A continuous flow of official information is also necessary to provide full knowledge of disaster conditions and relief services.

As the highest elected City official, the **Mayor** has the overall responsibility for maintaining the public's confidence and performing in the public's best interest. As needed, the Mayor will provide disaster preparedness response and recovery information to the citizens of Tampa, in close coordination with Hillsborough County EOC. The **Mayor's Office Public Affairs** will provide support and specific information to Mayor in these tasks.

The **EOC Public Information Officers (PIO)**, under direction from the Office of Public Affairs, will ensure that public service announcements are prepared to keep the citizens of Tampa informed on disaster preparedness, response, and recovery. They will work with the Hillsborough County PIO and Communications Department, as necessary.

The **broadcast media** provides an excellent resource for the City's public information program. The Office of Public Affairs and PIO representatives interface with radio and television reporters, news personnel and weather personnel on a regular basis. Local broadcast stations regularly provide public service announcements provided by the city, county or the state.

The City of Tampa utilizes **Alert Tampa** to provide emergency information through phone and email communication. Emergency Notifications include:

- Mandatory Evacuations
  - Hurricane
  - Gas Leak
-

- Hostage Situation
- Critical Threat
- Hurricane Re-Entry Orders
- Boil Water Orders
- Informational Alerts
- Emerging Crime Patterns in Your Neighborhood
- Street Closures for Planned Events
- Solid Waste Service Day Changes

Hillsborough County has two **Emergency Alert Systems** (EAS) stations. Under the EAS system, radio and television stations, as well as cable companies, in the county will provide emergency announcements when the EAS system is activated.

The **print media** also provides an excellent method of providing disaster preparedness to the public. Both major newspapers in the Tampa Bay area usually produce a hurricane special edition at the onset of each hurricane season. The City of Tampa provides substantial data to these newspapers and professional expertise regarding information contained in their publication. Information is also regularly provided to other smaller newspapers in the area.

The City of Tampa and Hillsborough County coordinate with **Tampa Electric Company** to ensure appropriate disaster planning information is included in the information flyers in their monthly bills and in their annual disaster preparedness brochure.

Special efforts are dedicated to reaching those citizens with special needs. The City works with county and state social services agencies and home health care agencies to ensure disaster preparedness information is disseminated to the handicapped and elderly. They also provide information to the various public and private human services organizations for their clients. Those citizens who need assistance during an evacuation are encouraged in the disaster pamphlet and in personal contacts to register with Hillsborough County Health Department. Their telephone number is prominently displayed in the pamphlet for those who need assistance in an emergency. Individuals on the list are contacted each year to update databases.

The **Office of Public Affairs** is responsible for developing and managing the emergency management and public awareness program for Tampa. Upon activation of the Tampa EOC, the Office of Public Affairs will direct the ESF #14 element of the Tampa EOC Organization. The ESF #14 will serve as the City's representative to all media and as the focal point for all public information, in conjunction with Hillsborough County EOC.

The **Tampa EOC** has an area dedicated as the media area for emergency operations. Interviews with city officials and emergency staff may be conducted in this area. A wide variety of

hurricane preparedness activities are undertaken utilizing Tampa's media outlets during the May-November timeframe. This includes local network television segments, radio segments, town hall meetings, mail outs to the public, and various speaking engagements.

In addition to the City's public outreach efforts, the county conducts a comprehensive public information program throughout the year. The public information program includes news features on television and radio and speaking engagements to a vast range of audiences. All requests for emergency preparedness talks are accepted to include civic groups, church groups, mobile home parks, business and industry, public schools and universities, hospitals, nursing homes, etc.

The main medium in Hillsborough County for public information on disaster preparedness is a **hurricane guide**, which is distributed in English and Spanish at the start of each hurricane season. This guide is given as wide a distribution as possible throughout the county. Hillsborough County EM ensures copies for the public are placed at all libraries, fire stations, post offices, and various other public locations. In addition, copies are given to county and municipal departments, hospitals, nursing homes, and civic groups, all committees chaired by Hillsborough County EM and to all audiences receiving hurricane awareness talks.

The hurricane guide provides essential disaster preparedness information. The heart of the document is a map of the county, which depicts all hurricane **evacuation zones**, color coded to show at what evacuation level each zone would evacuate. All **public shelter locations** are designated on the map. The map also shows county evacuation routes. The remainder of the guide reflects helpful information on disaster preparedness, special assistance instructions and applicable emergency phone numbers.

## Chapter 8: Plan Maintenance

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Plan development and maintenance is a primary functional responsibility of the City of Tampa **EM Coordinator**. Active and on-going participation in the emergency planning process and in Plan production and evaluation is required of all who have responsibilities in Plan execution. This process involves a team of participants from all sectors of the community, and at all levels of authorities in those sectors, in a set of interrelated and reiterative activities as described in the following:

- In consultation with the EOC team, the EM Coordinator **drafts the Basic Plan** and revisions thereto, defining the Plan Purpose and Scope, providing analysis of hazards and financial and resource management issues as well as the other elements of the Basic Plan.
- The EOC team meets on an annual basis after the end of the Atlantic hurricane season to **review the Basic Plan**, ESFs, and supporting Annexes to determine if changes need to be made based on new planning requirements, identified gaps, or identified areas of improvement.
- Changes are subsequently made in order to **keep the plan current** and functional.
- The EOC Team may also discuss needed **changes to the CEOP** following Citywide, Countywide, and Statewide exercises.
- The final draft Basic Plan with Annexes is **reviewed** by the City Attorney, the Mayor, elected officials, and department and agency directors for concurrence preliminary to presentation by the City Council for adoption.
- Recognizing that the planning process is ongoing, **Plan adoption** may be undertaken even though some elements may be incomplete.
- It is important to note that this CEOP remains a **living document** and changes will be made to the plan as deemed necessary.

## Chapter 9: Authorities and References

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### 9.1 City of Tampa

- **City of Tampa Ordinance 2009-96, Emergency Management (EM) Ordinance**, which addresses declarations of a State of Local Emergency and outlines certain resolutions that can be imposed under such conditions.
- **City of Tampa Ordinance, Article VII, Civil Emergencies Sec. 2-402**, No. 91-188, § 2, 10-3-91, as amended July 16, 2009, which establishes the process of a declaration of a State of Local Emergency; duration, alteration, and rescission.
- **City of Tampa Ordinance, Article VII, Civil Emergencies Sec. 2-403**, as amended on July 16, 2009, which addresses the emergency management powers of the mayor.
- **City of Tampa Ordinance, Article VII, Civil Emergencies Sec. 2-404**, as amended on July 16, 2009, which addresses the specific restrictions authorized and exemptions imposed by the mayor during a declared emergency.
- **City of Tampa Ordinance, Article VII, Civil Emergencies Sec. 2-405**, as amended on July 16, 2009, which addresses evacuation levels and specific restrictions authorized.
- **City of Tampa Ordinance, Article VII, Civil Emergencies Sec. 2-406**, as amended on July 16, 2009, which addresses the Emergency Operations Center.
- **City of Tampa Ordinance, Article VII, Civil Emergencies Sec. 2-407**, as amended on July 16, 2009, which addresses Continuity of Operations/Continuity of Government.

### 9.2 Hillsborough County

- **Hillsborough County Ordinance 85-35**, as amended, and associated administrative orders, which establish the organization of Hillsborough County Government. The Department of Emergency Management is responsible to provide general support to citizens and government agencies in matters relating to emergency preparedness and public safety.
- **Hillsborough County Ordinance 06-13, EM Ordinance**, which addresses declarations of a State of Local Emergency and outlines certain resolutions that can be imposed under such conditions.
- **Hillsborough County Ordinance 93-20**, which provides post disaster redevelopment and mitigation guidelines.
- Hillsborough County Comprehensive Emergency Management Plan
- Hillsborough County Local Mitigation Strategy

## 9.3 State of Florida

- **Chapter 252 of the Florida Statutes** (State Emergency Management Act, as amended). **Section 252.38** directs each county to establish and maintain an emergency management plan and program that is coordinated and consistent with the State Comprehensive Emergency Management Plan and program. The statute further specifies county and municipal emergency management powers and responsibilities.
- **Chapter 252 of the Florida Statutes** (State Emergency Management Act, as amended). **Section 252.38** authorizes and encourages creation of municipal emergency management programs. Municipal programs must comply with the same laws, rules, and requirements applicable to county emergency management agencies. Each municipal emergency management plan must be consistent with the applicable county emergency management plan. Municipal requests for state or federal emergency response assistance must be coordinated with its county. This requirement does not apply to requests for reimbursement under federal public disaster assistance programs.
- **Governor's Executive Order 80-29**, which delegates specific emergency responsibilities and directs certain emergency management actions to county governments.
- The State of Florida Comprehensive Emergency Management Plan.
- **Rules 9G-6, 9G-7, 9G-11, 9G-14, 9G-19 and 9G-20**, Florida Administrative Code.
- State of Florida Department of Community Affairs Resource and Finance Management Policies and Procedures for Emergency Management.
- **Executive Order 05-122**, dated June 10, 2005, which establishes the State Emergency Response Commission. Executive Orders 98-153 and 98-155 are hereby rescinded.

## 9.4 Federal Government

- **Public Law 103 - 337**, which reenacted the Federal Civil Defense Act of 1950 into the Stafford Act.
- **Robert T. Stafford Disaster Relief and Emergency Assistance Act**, **Public Law 93-288**, as amended, which provides authority for response and recovery assistance under the Federal Response Plan, which empowers the President to direct any federal agency to utilize its authorities and resources in support of State and local assistance efforts.
- **Public Law 106-390**, Disaster Mitigation Act of 2000, to amend the Robert T. Stafford Disaster Relief and Emergency Assistance Act to authorize a program for pre-disaster mitigation, to streamline the administration of disaster relief, to control the Federal costs of disaster assistance, and for other purposes.
- The National Strategy for Homeland Security, July 16, 2002.
- Price-Anderson Amendments Act of 1988, **Public Law 100-408**, as amended.

- Emergency Management Assistance Compact, Public Law 104-321.
- **Public Law 107-296, 116 Stat. 2135** (2002) (codified predominantly at 6 U.S.C. 101-557 and in other scattered sections of the U.S.C.), established the Department of Homeland Security with the mandate and legal authority to protect the American people from the continuing threat of terrorism.
- **Public Law 93-234, Flood Disaster Protection Act** of 1973, as amended by the Flood Insurance Reform Act of 1994, 42 U.S.C. 4001, et seq., provides insurance coverage for all types of buildings.
- **Public Law 99-499, Superfund Amendments and Re-authorization Act of 1986**, Part III, the Emergency Planning and Community Right-to-Know Act of 1986, 42 U.S.C. 11001, et seq., which governs hazardous materials planning and community right-to-know.
- **Public Law 101-615, Hazardous Materials Transportation Uniform Safety Act** (HMTUSA), which provides funding to improve capability to respond to hazardous materials incidents.
- **Public Law 95-510, 42 U.S.C. 9601**, et seq. the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), as amended, which requires facilities to notify authorities of accidental releases of hazardous materials.
- **Public Law 101-549, Clean Air Act Amendments of 1990**, which provide for reductions in hazardous air pollutants and risk management planning requirements.
- **Public Law 84-99, 33 U.S.C. 701n**, Flood Emergencies, authorizing an emergency fund for flood emergency preparation, flood fighting and rescue operations, and repair and restoration of flood control works threatened or destroyed by flood.
- **Public Law 91-671, Food Stamp Act of 1964**, in conjunction with **Section 412** of the Stafford Act, relating to food stamp distributions after a major disaster.
- **Public Law 89-665, 16 U.S.C. 470**, et seq., National Historic Preservation Act, relating to the preservation of historic resources damaged as a result of disasters.
- Stewart B. McKinney Homeless Assistance Act, 42 U.S.C. 11331-11352, Federal Emergency Management Food and Shelter Program.
- National Flood Insurance Act of 1968, 42 U.S.C. 4101, et seq., as amended by the National Flood Insurance Reform Act of 1994 (Title V of Public Law 103-325).
- Regal Community Development and Regulatory Improvement Act of 1994.
- **HSPD 3: Homeland Security Advisory System.**
- **HSPD 5: Management of Domestic Incidents.**
- **HSPD 7: Critical Infrastructure Identification, Prioritization, and Protection.**
- **HSPD 8: National Preparedness.**
- **Presidential Decision Directive 39**, United States Policy on Counter Terrorism.



- **Executive Order 11988, Flood Plain Management.** Executive Order 12656, Assignment of Emergency Preparedness Responsibilities.
- Federal Emergency Management Agency (FEMA) Public Assistance Guide (FEMA 322).
- National Response Framework (NRF)
- National Incident Management System (NIMS)



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## **General Responsibilities Emergency Support Function Agencies**

### I. INTRODUCTION

#### A. Purpose

This structure provides mechanisms for providing governmental support to agencies affiliated with the City of Tampa or from the City to the County both for declared disasters and emergencies under the Stafford Act and for non-Stafford Act events. The emergency support functions (ESFs) provide the structure for coordinating governmental interagency support in preparation for, during and after a disaster.

Each ESF, both the lead and supporting agencies, are responsible for identifying and coordinating resources necessary to accomplish emergency management missions during the response, recovery and mitigation phases of a disaster event. Some departments and agencies provide resources for response, support, and program implementation during the early stage of an event, while others are more prominent in the recovery phase.

#### B. Scope

The resources may be utilized under any level of disaster activation: incident, minor, major or catastrophic (EOC activation levels 1, 2 or 3).

#### C. Standard Operating Guidance

Each ESF shall develop standard operating guidance that ensures capability to carry out their respective missions.

#### D. Resource Identification

1. Necessary resources are defined as those that would be required for optimal response to an emergency or disaster.
2. Available resources are defined as those that are currently in the possession of or under the purview of the City of Tampa. They include personnel, technology, equipment and supplies.
3. Obtainable resources include personnel, technology, equipment, facilities, materials, and supplies that are obtainable from contractors,

vendors, suppliers, and related agencies. The business, agency or department resources that are not under the purview of the City structure shall be coordinated through Memoranda of Understanding (MOU). The MOU will specify the resources that will be provided and reimbursement mechanisms.

4. Resource shortfalls shall be defined as the difference between available and obtainable resources vs. the necessary resources to accomplish the ESF missions. Resource shortfalls shall be projected as part of each ESF's standard operating procedures, by disaster level (minor, major or catastrophic), to ensure that specific requests to the Hillsborough County Emergency Operations Center can be quickly made.

#### E. Policies

Each ESF will utilize resources available and obtainable to accomplish missions/tasks within its defined purpose. Resource shortfalls will be coordinated through the City of Tampa EOC, so that a formal request can be made for additional resources through the most appropriate means.

## II. CONCEPT OF OPERATIONS

### A. General

1. Duty rosters shall be maintained by lead and support agencies. The lead agency shall ensure that notification points of contact lists are maintained and available at the EOC. All ESF agency representatives shall notify their agency command post, and/or district of emergency operations activation.
2. Each ESF lead agency shall notify the support agencies' points of contact of actual or pending emergencies or disaster events. In the case of a pending event, personnel shall be placed on standby notification, and provided duty station information.
3. Each ESF team (lead and support agencies) shall be prepared to review and assess emergency situations, by planning to provide the following information:
  - a. Periodic situation reports;
  - b. Potential problems and corrective measures;

- c. Response and short-term recovery plans of action;
  - d. Resource requests based on short-term and long-term needs;
  - e. Financial management; and
  - f. Mutual aid options.
4. Each ESF team will routinely prepare and file situation reports with ESF-5.
  5. Each ESF will track the status of resources: available/obtainable and committed.
6. Each ESF agency will maintain personnel and expense records.

## B. Organization

1. The Office of Emergency Management (OEM) has adopted the Incident Command System as its management structure. Each ESF will be managed under one (or more) of the five management categories: Operations, Planning & Information Management, Logistics, Liaison and/or Finance/Administration (see the Emergency Organization Structure organizational chart). Each ESF acts as a functional group within the ICS structure. Within the EOC Organization or Operations Group, the following ESFs are in each of the following Branches:
  - a. Emergency Services: ESFs 4, 8, 9, 10 & 16
  - b. Human Services: ESFs 6, 11, 14, 15, 17 & 18
  - c. Infrastructure: ESFs 1,2,3 &12
  - d. Operations Support: ESFs 5, 7, 19
2. The Time Delineation Schedule (incorporated into this document by reference) shall serve as a time frame for response and recovery actions.
3. Lead Agency/Coordinator: The lead agency shall designate the ESF Coordinator. The ESF coordinator has ongoing responsibilities throughout the prevention, preparedness, response, recovery, and mitigation phases of incident management. The role of the ESF coordinator is filled through a “unified command” approach if agreed



upon by the primary agencies. Responsibilities of the ESF coordinator include:

- a. Coordinating ESF activities as appropriate relating to catastrophic incident planning and critical infrastructure preparedness.
  - b. Pre-incident planning and coordination;
  - c. Maintaining ongoing contact with ESF primary and support agencies;
  - d. Conducting periodic ESF meetings and conference calls;
  - e. Coordinating efforts with corresponding private sector organizations; and
  - f. In concert with OEM, annual review and revision of ESF procedures, protocols and/or policies;
  - g. Maintenance and annual update of available and obtainable resources database; and
  - h. Maintenance and annual update of duty roster.
4. ESF agency representatives (lead and support agencies) shall have the authority of their respective agencies to commit available and obtainable resources without a requirement of additional managerial approval.
  5. In the event that a mission assignment/tasking requires resources beyond the scope of a given ESF, coordination with the other ESFs shall be made through the Operations Desk Manager.
  6. Support Agencies: When an ESF is activated in response to an incident support agencies are responsible for:
    - a. Conducting operations, when requested by the EOC or the ESF primary agency, using their own authorities, subject-matter experts, capabilities, or resources;
    - b. Participating in planning for short-term and long-term incident management operations and the development of supporting

operational plans, standard operating procedures, checklists, or other job aids, in concert with existing first responder standards;

- c. Assisting in conducting situational assessments;
- d. Furnishing available personnel, equipment, or other resource support as requested by the ESF primary agency;
- e. Providing input to periodic readiness assessments;
- f. Participating in training and exercises aimed at continuous improvement of prevention, response, and recovery capabilities;
- g. Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats; and
- h. Nominating new technologies to the EOC Director or Supervisor for review and evaluation that have the potential to improve performance within or across functional areas.

#### C. Preparedness Phase

Basic preparedness actions include the following for all ESFs.

- 1. Contact shall be made to all lead and support agency points of contact;
- 2. Twenty-four hour staffing shall be scheduled;
- 3. Personnel shall report to the City of Tampa EOC upon confirmation of EOC activation;
- 4. The ESF lead agency coordinator shall contact and liaison with their appropriate counterpart at the Hillsborough County EOC;
- 5. Preliminary vulnerability assessments shall be made and reported to the EOC Supervisor, with estimated repair time frames; and
- 6. Confirm operational status of all relevant systems outside the EOC.

#### D. Response Actions



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Each ESF agency shall be prepared to:

1. Receive, distribute, evaluate and act upon resource requests;
2. As appropriate, make preliminary arrangements for participation in formal damage assessments;
3. Provide information (verbal and/or written) for situation reports, incident action plans, and EOC briefings;
4. Monitor team rosters to ensure 24 hour staff coverage;
5. Maintain a duty log; and
6. Assess recovery phase requirements and initiate phase-over when and as required.

**E. Recovery**

The above actions shall be continued as appropriate during EOC activation, which may extend well beyond the initial 72-hour response phase. ESF representatives shall remain aware of the need for relief teams, and make request for it based on the magnitude of the event and projected EOC activation time frames.

**F. Mitigation**

Each ESF team shall consider mitigation strategies.

**G. Direction and Control**

The City of Tampa EOC policies and procedures shall govern the processing of resource requests, mutual aid and memoranda of understanding.



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## EMERGENCY SUPPORT FUNCTION 1 –TRANSPORTATION UNIT

### **Lead Agency**

Department of Public Works & Utilities, Transportation Division

### **Support Agencies**

Neighborhood Services, Parks & Recreation  
Neighborhood Services, Clean City  
Tampa Fire Rescue (TFR)  
Tampa Police Department (TPD)

## **1.0 General**

### **1.1 Introduction**

The ESF 1/Transportation Unit deals with transportation issues during the preparation, response and recovery phases of a disaster.

### **1.2 Scope**

The available resources of the ESF 1/Transportation Unit may be defined as the personnel, technology, equipment, and supply resources. The obtainable resources may be defined as the personnel, technology, equipment, facilities, material, and supplies obtainable from contractors, vendors, suppliers, related agencies of federal, state, county and local governments, and public and private associations or organizations.

### **1.3 Purpose**

The purpose of the ESF 1/Transportation Unit is to ensure effective coordination and utilization of all available City of Tampa transportation resources during an emergency or disaster. The ESF 1/Transportation Unit also serves as a coordination point between response operations and restoration of the transportation infrastructure.

It is the responsibility of the ESF 1/Transportation Unit to coordinate and facilitate the emergency transportation requirements of the City of Tampa during the response, and recovery phases of an incident or disaster. These requirements include but are not limited to the following:

- Evacuation assistance
- Traffic control
- Debris clearance
- Logistical transportation
- Emergency repairs

## **1.4 Policies**

The available and obtainable resources of the ESF 1/Transportation Unit will be employed, in the event of an incident or disaster to accomplish the following:

- Coordinate transportation resources for evacuations as a result of the imminent threat of an incident or disaster.
- Coordinate drawbridge lockdown and reopening schedules between United States Coast Guard (USCG), marine interests and the bridge owners.
- Develop situation reports and action plans for all available modes of transportation and submit to the Operations Section Chief.
- Coordinate with the ESF 3/Public Works & Engineering Unit and Debris Removal in facilitating the removal of obstructions from, and the temporary repair of the transportation infrastructure.
- Coordinate the production and distribution of transportation maps.

## **2.0 Concept of Operations**

### **2.1 General**

The ESF 1/Transportation Unit lead agency will, in the event of an incident or disaster, notify agencies to activate previously identified personnel to the duty roster in the City of Tampa Emergency Operations Center (EOC).

- It will be the responsibility of the Lead Agency to notify all ESF 1/Transportation Unit support agencies of any pending incident or disaster and to advise them of when and where their previously designated personnel are to report for duty if activation is required.
- Designated ESF 1/Transportation Unit personnel must have the authority of their individual agencies to commit available and obtainable resources without having to secure approval from any other management level.
- It will be the responsibility of the ESF 1/Transportation Unit support team to review and assess developing transportation problems and respond by preparing periodic situation reports and submitting them to the Operations section Chief, and assessing developing transportation problems and coordinating Transportation of individuals with special needs will be provided to and prioritized for those persons who have pre-registered with Hillsborough County Department of Health through the Hillsborough County EOC (HCEOC).
- Disaster related obstructions and/or damages to the transportation infrastructure would be assessed by the ESF 1/Transportation Unit and tasked to the ESF 3/Public Works and Utilities Unit as emergency work and emergency repair.
- Support for the movement of persons will be coordinated through the City of Tampa EOC.
- When the EOC is activated, the representative of the Chief of Police and the representative of the Manager, Transportation Division will provide transportation coordination for the Incident Commander (IC).

- Public works, law enforcement, fire rescue, parks and recreation, clean city and others will be enlisted to clear abandoned or disabled vehicles from transportation routes by whatever measures necessary to expedite the movement of persons away from the hazard zone and to facilitate emergency response vehicle movement.
- Whenever transportation resources are requested, every attempt will be made to obtain the assigned driver or drivers who are familiar with that type of vehicle or asset.
- The City of Tampa will provide transportation, within its capability, in an emergency/disaster. If transportation requirements exceed the capabilities of the city, then Hillsborough County public and private resources will be utilized as secondary transportation resources.
- If City transportation capabilities are exceeded, the EOC transportation coordinator will request transportation support through the HCEOC.
- If not required for priority transportation missions, city-owned buses, vans, or other large vehicles may be used for incident command posts (ICP) or emergency shelters in inclement weather.
- Transportation Division personnel will report, through their normal supervisory chain, the conditions of roadways and bridges within their operating area. The information will then be sent to closest Emergency Response Center (ERC) and/or the EOC.
- Air assets from TPD may be available for surveillance and damage assessment flights. Neither of these organizations is equipped to evacuate large groups of people or move cargo.

## 2.2 Organization

In the Incident Command System (ICS), the ESF 1/Transportation Unit reports through the Operations Section within the City of Tampa EOC.

- The Manager, Transportation Division or designee will coordinate transportation requests until the EOC is activated.
- Once the EOC is activated, as above, the representatives of TPD and Transportation Division will share transportation coordination.
- The Manager, Transportation Division is responsible for ensuring the attendance and participation of designated individuals within the support team at ESF 1/Transportation Unit meetings, conferences, training, and exercises.
- The ESF 1/Transportation Unit team will, on an annual basis, review and revise, as necessary, the applicable sections of the City of Tampa Comprehensive Emergency Operations Plan (CEOP).
- The ESF 1/Transportation Unit will develop and maintain a database of emergency contact points.
- The ESF 1/Transportation Unit will maintain a database of available and obtainable resources that may be employed on an as required basis during or after an incident or disaster event.

- The overall management of the ESF 1/Transportation Unit will be the responsibility of the Manager, Transportation Division. His or her duties will include:
  - The establishment and maintenance of an ESF 1/Transportation Unit duty roster insuring 24-hour continuity of operation when required.
  - The maintenance and timely issuance of situation reports, as appropriate, to the Operations Section Chief.

### **2.3 ESF 1/Transportation Unit Interface**

- The ESF 1/Transportation Unit will coordinate directly with other Infrastructure ESF's for available and obtainable resources.
- The ESF 1/Transportation Unit will interface with the ESF 7/Resource Management Unit when seeking available and obtainable resources from other ESF's.
- The ESF 1/Transportation Unit will exhaust all available and obtainable resources before turning a request for support or resources over to the ESF 7/Resource Management Unit.
- The ESF 1/Transportation Unit may also interface with the ESF 3/Public Works and Utilities Unit, the ESF 11/Food and Water Unit and the ESF 16/Law Enforcement and Security Unit.

### **3.0 Responsibilities**

- It will be the responsibility of the ESF 1/Transportation Unit to develop and maintain an inventory of vehicles to be used for emergency transportation.
- It will be the responsibility of the ESF 1/Transportation Unit support team to compile and maintain a fueling list and to ensure that arrangements are in place to secure priority fueling of ESF 1/Transportation Unit vehicles, and the handling for the city's fueling needs in the event of an emergency.
- Transportation operations management will be coordinated by the ESF 1/Transportation Unit in conjunction with the various field operations, which will include driver notification, traffic regulation, pick-up point identification, pre-positioning of equipment, and interface with law enforcement.
- Primary emergency transportation coordination responsibility lies with the Transportation Division until the EOC is activated. After EOC activation, responsibilities will be divided between TPD serving as the EOC transportation coordinator for the movement of people and DPW for the opening of roads, movement of equipment, and bulk supplies. These two organizations will coordinate activities in the EOC.
- The Hillsborough County Disaster Transportation Resources Group has responsibility for transportation planning and operations for the county. This group is comprised of Hillsborough County EM, Share-A-Van, Hillsborough Area Regional Transit Authority (HART), and Hillsborough County School Board Transportation.

- For hurricanes, HART buses run special evacuation routes for people who need transportation to shelters. These routes assist people who have no other options for getting to safety and will operate during daylight hours only. The HART buses are Americans with Disabilities Act (ADA) accessible and can accommodate a maximum of two wheelchairs at any time.
- The ESF 1/Transportation Unit has coordinating responsibility for transportation planning and operation and will accomplish the following:
  1. Establish priorities for the allocation of scarce transportation resources and the processing of transportation resource requests in support of other emergency support functions.
  2. Coordinate with the Hillsborough County Disaster Transportation Resources Group to provide necessary transportation.
  3. Maintain an inventory list of emergency transportation equipment.
  4. Coordinate driver notifications, traffic regulation, pick-up point identification, pre-positioning of equipment and interface with the ESF 16/ Law Enforcement and Security Unit.
  5. Transportation coordination and facilitation requirements, which include:
    - a) Evacuation assistance of people in threatened areas;
    - b) Coordination, regulation and control of vehicular traffic;
    - c) Coordination of infrastructure clearance and/or repair (interface with the ESF 3/Public Works and Utilities Unit); and
    - d) Distribution of transportation maps.
  6. Ensure hurricane evacuation signage has been installed and/or in good repair at critical route intersections for a smooth traffic flow.

### **3.1 Preparation Phase**

During the preliminary phases, prior to the advent of an incident or disaster, a number of preparatory tasks must be accomplished. The following represents a list of those preparatory actions for the ESF 1/Transportation Unit:

- Contact the designated ESF 1/Transportation Unit agencies.
- Arrange for 24-hour continuity of operation and set up duty roster and attendance logs, as anticipated conditions require.
- Coordinate transportation requirements for evacuation of at risk populations.
- Activate infrastructure operations such as bridge lock-down and reprogramming of traffic signals.
- Perform a transportation vulnerability assessment based upon the predicted intensity and impact zone of the incident or event. Submit the evaluation to the Operations Section Chief.
- Survey departments and ascertain type and location of all available transportation vehicles capable of transporting large groups. Ensure regular updates and maintenance of records.

- Ascertain the special transportation requirements for individuals with special needs and coordinate the mobilization of necessary transportation through Hillsborough County.
- Coordinate emergency transportation requirements (vehicles, drivers, verification of people with special needs).
- Preposition equipment and resources based on projected requirements.
- Top off all dispensing fuel tanks.
- Implement an emergency transportation plan (drivers, vehicles, staging).
- Activate emergency transportation resources.
- Coordinate with Tampa International Airport Authorities to determine measures to be taken by airport operations.
- Obtain the unique Revenue and Finance identification code from the Chief Accountant and provide to all personnel for use on all event-related documentation.
- Prepare situation reports for submission to the Operations Section Chief.

### **3.2 Response Phase**

The response phase of an incident or disaster requires the coordinated completion of a number of specific actions by the ESF 1/Transportation Unit. The following represents a list of those basic response actions:

- Receive, evaluate, coordinate, and implement support and resource requests for the ESF 1/Transportation Unit.
- Provide sufficient shift overlap to facilitate an orderly transfer of information from one shift to the next.
- Maintain duty roster and attendance logs as required.
- Coordinate available manpower and equipment resources to insure continuous 24-hour operation of transportation vehicles when and if required. These resources include drivers and maintenance personnel.
- For evacuation, the IC will determine if area evacuation is necessary and if on-hand assets are adequate. If more transportation is required the IC will notify the EOC who will then coordinate for the resources.
- Upon request of the IC or the EOC, City vehicles (if available), or County vehicles (by request), may be used to provide transportation for the following in priority:
  1. Movement of special populations
  2. Evacuation of the public
  3. Movement of emergency workers to and from staging areas
  4. Movement of emergency supplies
- When an emergency is formally declared, the Manager, Transportation Division may contract with private companies for the transport of supplies and equipment.

- Restore critical transportation lifelines in coordination with the Florida Department of Transportation (FDOT).
- Assess and coordinate transportation requirements for local damage assessment teams.
- If recovery is probable, assess requirements and implement actions as necessary.
- Identify and code all resources used (purchase receipts, inventory issues, labor, equipment and contract services employed) with the disaster project number or name on a daily basis. This documentation will be summarized and forwarded to the Chief Accountant or designee for reimbursement purposes.
- Prepare situation reports for dissemination to the Operations Section Chief through the Infrastructure Branch Director.

### **3.3 Recovery Phase**

The following represents a synopsis of the Recovery responsibilities of the ESF 1/Transportation Unit support team:

- Evaluate the transportation needs relative to continued sheltering, re-entry into previously evacuated areas, and the movement of the general populations.
- Arrange transportation for damage assessment as needed.
- Coordinate transportation in support of Disaster Assistance Centers (DACs).
- Coordinate with the ESF 11/Food and Water Unit for the transportation of food and water to staging areas and distribution sites.
- Receive, evaluate, coordinate, and implement support and resource requests for the ESF 1/Transportation Unit.
- Review the staffing needs for 24-hour continuity of operation with the Infrastructure Branch Director.
- Maintain the duty roster and attendance log as required.
- Prepare situation reports for dissemination to the Operations Section Chief.
- Identify and code all resources used (purchase receipts, inventory issues, labor equipment and contract services employed) with the disaster project number or name on a daily basis.
- Summarize and forward summaries of expenditure documentation to the Chief Accountant or designee per the department's Disaster Reimbursement Procedures Manual.
- Plan for the orderly transfer of operations to other City of Tampa departments.

### **3.4 Mitigation Phase**

During the mitigation phase the ESF 1/Transportation Unit is responsible for:

- Assessing mitigation needs and planning for the orderly transfer of operations to the designee who will be coordinating Infrastructure projects.

- Coordinating with the ESF 3/Public Works and Utilities Unit.
- Ensuring, to the extent possible, that potential slide areas and areas of slippage do not interfere with safe passage areas.
- Keeping equipment in operating condition.

### **3.5 Transportation Requests**

The establishment of priorities and the coordination of activities designed to fulfill the transportation needs of the community before, during, and after the advent of an incident or disaster will be under the direct control of the ESF 1/Transportation Unit. The procedure for receiving, evaluating, prioritizing, and acting upon emergency transportation resource requests are as follows:

- The ESF 1/Transportation Unit receives the resource request from one of the Branch Directors.
- The ESF 1/Transportation Unit will then prioritize the request based upon comparative urgency and available resources.
- The ESF 1/Transportation Unit will advise, in writing, an estimated completion time and submit the estimate to the Operations Section Chief.
- In the event the resource request exceeds the available and obtainable resources of the ESF 1/Transportation Unit, the request will be submitted to the Logistics Section Chief for additional resources or mutual aid assistance.

Each agency within the ESF 1/Transportation Unit is individually responsible for the maintenance and control of all resources including vehicles, equipment, facilities, personnel, and material.



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## EMERGENCY SUPPORT FUNCTION 2 – COMMUNICATIONS UNIT

### **Lead Agencies**

Technology and Innovation, Infrastructure Services (T&I)  
TFR & TPD 911 Communication Divisions

### **Support Agencies**

Great Tampa Community Emergency Response Team (GT-CERT), amateur Radio Operators, Hillsborough County Sheriff's Office Radio Repair

### **Memorandum of Understanding (MOU)**

Tactic Interoperable Communication Plans (TICP), Urban Area Security Initiative (UASI) Group, Hillsborough County Sheriff's Office Interlocal Agreement

## **1.0 General**

### **1.1 Introduction**

The ESF 2/Communications Unit is responsible to provide and coordinate communications equipment (radio, data, phone, cell phone and other communications types and systems) and service in support of operations during all phases of emergency management.

### **1.2 Scope**

- The available resources of the ESF 2/Communications Unit may be defined as the personnel, technology, equipment, and supply resources.
- The obtainable resources may be defined as the personnel, technology, equipment, facilities, material, and supplies obtainable from contractors, vendors, suppliers, related agencies of Federal, State, County and local governments, and public and private associations or organizations.

#### **1.2.1 Tampa Fire Rescue 911 Dispatch Center**

Tampa Fire Rescue's 911 dispatch center is staffed with specially trained Emergency Medical Dispatchers. These dispatchers use the Advanced Medical Priority Dispatch System to quickly gather information and ensure an appropriate response is sent immediately. This system is used to verify the location and call back number of the incident, and then determine the patient's chief complaint, age, status of consciousness, and breathing. If the patient is breathing, approximately thirty seconds of additional questioning is required to complete the initial survey of the situation. The secondary survey is a closer view of the patient's condition to determine the appropriate response to the medical emergency. The questions asked in the Advanced Medical Priority Dispatch survey are predetermined in a flip chart format and flow according to the answers obtained.



## **1.2.2 Tampa Police Department Communications Bureau**

The Tampa Police Communications Bureau is the primary Public Safety Answering Point (PSAP) for the City of Tampa. As such, it receives all 911 calls made within the City of Tampa. The Bureau is staffed with State of Florida certified Public Safety Telecommunicators who answer the 911 and non-emergency calls and dispatch the appropriate police services. There are 14 primary call-taking positions and an additional 5 positions that can assist answering the 911 and non-emergency calls during busy times. There are 6 primary radio dispatch positions and 1 radio warrants check position in which the Bureau provides the department with centralized control of personnel and facilitates field operations through the rapid dissemination of critical information by radio and telephone. The Bureau has a Special Operations radio position in the Command Room for events such as Tactical Response Team activations and the ability to switch the Training Room into a Special Operations Communication Center with 13 radio dispatch positions during very large events. There are also two Pick-up Desk positions for entering FCIC/NCIC information and warrants along with calling wreckers and maintaining the wrecker rotation list.

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## **1.3 Purpose**

It is the responsibility of the ESF 2/Communications Unit to provide and coordinate communication equipment and services to the City of Tampa for field operations during the preparation, response and recovery phases of an incident or disaster.

## **1.4 Policies**

The resources of the ESF 2/Communications Unit will be employed in the event of an incident or disaster to accomplish the following:

- The establishment and maintenance of emergency communications between the City of Tampa Emergency Operations Center (EOC) and the Hillsborough County EOC, communications at City of Tampa departmental operations centers or emergency operation centers and the City of Tampa EOC.
- The repair, replacement, or relocation of repeaters to enable the fullest use of the mobile two-way radio communication systems.
- The repair or temporary installation of radio antennas.
- Perform an initial survey of the communications infrastructure to assess damage and prioritize repair.

# **2.0 Concept of Operation**

## **2.1 General**

- In the event of an incident or disaster, it will be the responsibility of the EOC Supervisor to notify the T&I Infrastructure Services Manager who will notify the

ESF 2/Communications Unit support agencies to activate previously identified personnel to the duty roster in the City of Tampa EOC.

- The ESF 2/Communications Unit is responsible for arranging staffing patterns of available manpower to insure continuous 24-hour operation if required.
- Designated ESF 2/Communications Unit personnel must have the authority of their individual agencies to commit available and obtainable agency resources without having to secure approval from any other management level.
- It will be the responsibility of the ESF 2/Communications Unit team to review and assess any developing communications problems and respond in the following manner:
  1. Assess developing communication problems, develop corrective actions, and implement on a priority basis. The priority for the repair of communications systems damaged by an incident is as follows:
    - a) 800 MHz HCSO radio system
    - b) VHF and UHF radio systems
    - c) Satellite communications link
    - d) City telephones
    - e) Computer network system
  - 2 Prepare periodic situation reports and submit to the T&I Infrastructure Director, or designee, who will submit it to the EOC Supervisor.
  - 3 Resource support requests received by the ESF 2/Communications Unit, will be evaluated, prioritized and acted upon, if the resource request is technically practical and within the objectives for the incident, response or recovery.

## 2.2 Organization

- The ESF 2/Communications Unit operates within the Logistics Section.
- The T&I Infrastructure Branch Manager, is responsible for the operation of the ESF 2/Communications Unit.
- The T&I Infrastructure Branch Manager is responsible for coordinating the attendance and participation of designated agencies within the ESF 2/Communications Unit support team in meetings, conferences training sessions, and exercises.
- The T&I Infrastructure Branch Manager and the ESF 2/Communications Unit support team will, on an annual basis, review and revise, as necessary, the applicable sections of the City of Tampa Comprehensive Emergency Operations Plan (CEOP).
- The ESF 2/Communications Unit lead agencies will establish and maintain a database of available and obtainable resources that may be employed on an as required basis during or after an incident or disaster.

- The ESF 2/Communications Unit, along with the Office of Emergency Management (OEM), will develop and maintain a database of emergency contact points.
- The overall administration and coordination of the ESF 2/Communications Unit team will be the responsibility of the T&I Infrastructure Branch Manager, his or her duties will include:
  1. The establishment and maintenance of an ESF 2/Communications Unit duty roster, ensuring 24-hour continuity of operation when required.
  2. Maintenance and timely issuance of situation reports to the Operations Section Chief.
  3. Prior to a disaster declaration, all amateur radio operations within the EOC are handled by the Amateur Radio Emergency Service (ARES). The ARES Emergency Coordinator governs the operation of ARES within the EOC. When a declaration is issued, the responsibility for amateur radio operations within the EOC shifts to Radio Amateur Civil Emergency Services (RACES). The RACES Officer or the Assistant RACES Officer controls the operation of RACES within the EOC.

### **2.3 Direction and Control**

- As the lead agency, T&I will manage and control the operation of the ESF 2/Communications Unit.
- The ESF 2/Communications Unit will provide resources that include contracts for goods and services, liaison with response and recovery teams, and radiological emergencies.
- The procedure for receiving, prioritizing, and acting upon emergency communication resource requests is as follows:
  1. The T&I Infrastructure Branch Manager receives the resource request from one of the other Branch Directors or from the Operations Section Chief.
  2. The ESF 2/Communications Unit lead agency sends the request to the ESF 2/Communications Unit team for evaluation and prioritization based upon available equipment and manpower.
  3. The lead agency will advise, in writing, an estimated completion time and submit the estimate to the Operations Section Chief.

### **2.4 ESF 2/Communications Unit Interface**

The ESF 2/Communications Unit is obliged to interface with all support groups, both in the operations arena and in the support section.

## **3.0 Responsibilities**

- It is the responsibility of the ESF 2/Communications Unit to establish and maintain a liaison with all recognized communication groups, as required, within the City of Tampa, including the following:

1. Governmental agencies
  2. Private industry
  3. Electronic media
  4. Amateur radio (RACES)
- It is the responsibility of the ESF 2/Communications Unit to maintain the operational status of all communication systems and insure the timely transmission and receipt of messages with sufficient clarity to permit full understanding of the messages.

### **3.1 Preparation Phase**

During the preliminary phases, prior to the advent of an incident or disaster a number of preparatory tasks must be accomplished. The following represents a list of those preparatory actions:

- Contact the designated ESF 2/Communications Unit agencies.
- Arrange for 24-hour continuity of operations and set up the duty roster, as conditions require.
- Confirm City of Tampa EOC/ERC activation's and test communication systems.
- The ESF 2/Communications Unit lead agency establishes contact with the Hillsborough County ESF 2/Communications Unit counterpart.
- Note any communication system that does not meet operational status and report to the T&I Infrastructure Branch Manager.

### **3.2 Response Phase**

The response phase of an incident or disaster requires that a number of tasks be accomplished by the ESF 2/Communications Unit. The following represents a list of those basic response actions:

- Receive, evaluate, and support resource requests for the ESF 2/Communications Unit.
- Arrange for 24-hour continuity of operation and review periodically.
- Establish duty roster and sign in/out log.
- Confirm operational status of all local communication systems, and establish contact with the Hillsborough County EOC. Repeat operational status checks periodically.
- Review preliminary vulnerability and create an evaluation based upon predicted incident conditions and transmit situation reports to the T&I Infrastructure Branch Manager.
- Collect information relative to the ESF 2/Communications Unit and prepare situation reports on a frequency to be determined by the Operations Section Chief.



### 3.3 Recovery Phase

The recovery phase of an incident or disaster places an entirely new set of duties and responsibilities upon the ESF 2/Communications Unit. The following represents a list of those basic recovery actions:

- Receive, prioritize, and evaluate recovery resource requests.
- Plan and execute the repair, replacement or relocation of communication system equipment to meet the communication needs of the disaster workers.
- Check communication systems for operational status in feeding sites, distribution sites, staging areas, and disaster application centers.
- Continue the maintenance of 24-hour continuity of operation. Insure that adequate shift overlap time is provided for the orderly transfer of shift operations.

## 4.0 Intra and Inter Departmental Communications

Available intra and inter departmental means of communications include:

- 50 Voip Telephones
- 50 Workstations
- 50 Monitors
- 8 Vehicles
- 100 Field Radios

## 5.0 Key Facilities

Key facilities for the ESF 2/Communications Unit include:

- JF Germany Library Annex, 4<sup>th</sup> Floor, 200 W. Tyler, Tampa, FL
- GTE FCU, 701 Henderson, Tampa, FL 33602
- TPD Headquarters, 411 N. Franklin St., Tampa, FL 33602
- CMOB, 3402 W. Columbus Dr, Tampa, FL 33607
- Radio Repair, 12<sup>th</sup> and Lake, Tampa, FL
- TPD/TFR Dispatch Center – 2920 E. Henry Ave., Tampa, FL 33610
- EDOC – HCEOC 2711 E. Hanna Ave., Tampa, FL 33610
- Egypt Lake Site – 6801 N. Albany Ave., Tampa, FL
- MacKay Bay – 116 S. 34<sup>th</sup> St. S#2, Tampa, FL
- MLK Site – 2921 E. MLK Blvd., Tampa, FL 33610
- Morris Bridge Water Plant – 17101 Bruce B. Downs Blvd. #B, Tampa, FL 33647
- Nebraska Site – 8435 N. Nebraska Ave., Tampa, FL 33604
- Raymond James Stadium – 4201 N. Dale Mabry Hwy, Tampa, FL 33614
- Ragan Park – 3701 N. 12<sup>th</sup> St., Tampa, FL 33603



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## EMERGENCY SUPPORT FUNCTION 3 – PUBLIC WORKS AND UTILITIES UNIT

### **Lead Agency**

Public Works and Utility Services (PW/US)  
Contract Administration Department (CAD)  
Solid Waste Department (SWD)  
Parks & Recreation

### **Support Agencies**

Code Enforcement  
Growth Management and Development Services  
Hillsborough County School District  
Parks and Recreation Department  
Purchasing Department  
Tampa Electric Company (TECO)  
Tampa Fire Rescue (TFR)  
Tampa Police Department (TPD)

### **Contracts**

Hillsborough County Schools Intralocal Agreement  
TECO Franchise Agreement  
General Debris Management Contracts

## **1.0 General**

### **1.1 Introduction**

The ESF 3/Public Works and Utilities Unit deals with public works and utilities during the response and recovery phases of a disaster.

### **1.2 Scope**

- The available resources of the ESF 3/Public Works and Utilities Unit may be defined as personnel, technology, equipment, and supply resources.
- The obtainable resources of the ESF 3/Public Works and Utilities Unit may be defined as the personnel, technology, equipment, facilities, material, and supply resources obtainable from contractors, vendors, suppliers, and related agencies, of federal, state, county and local governments, public and private associations or groups.

### **1.3 Purpose**

It is the responsibility of the ESF 3/Public Works and Utilities Unit to provide and coordinate public works and utility services to the Emergency Management effort during the response, recovery, and mitigation phases of a disaster. The resources of the ESF 3/Public Works and Utilities Unit will be employed in the event of an incident or disaster to accomplish the following:

- Emergency debris clearance for the restoration of basic transportation in order to provide access to critical facilities. A detailed account of emergency debris clearance policies and practices may be found in the Coordinated Debris Clearance document that is developed and maintained by the SWD, with a copy maintained in Office of Emergency Management (OEM).
- Emergency repair, rerouting, or closure of damaged facilities.
- Emergency repair or closure of potable water, sanitary sewer, storm water collection, generators, and electrical distribution systems.
- Emergency stabilization or demolition of public and/or private structures to facilitate search and rescue (SAR) or to protect the health and welfare of the community.
- Perform the initial survey of infrastructure damage and prioritize preliminary repair.
- Perform a vulnerability survey and assessment of damage to City of Tampa hazardous materials and hazardous waste storage, generation, distribution and disposal sites.
- Assist with the coordination and identification of electrical, telephone, natural gas and cable television systems.

## 2.0 Concepts of Operation

### 2.1 General

- As the lead agency, PW/US will notify agencies to activate previously identified personnel to the duty roster in the City of Tampa Emergency Operations Center (EOC).
- It will be the responsibility of the Individual Department Directors to notify all ESF 3/Public Works and Utilities Unit agencies of any pending incident or emergency and to advise them of when and where their previously designated personnel are to report for duty if activation is required.
- It will be the responsibility of the ESF 3/Public Works and Utilities Team to review and assess developing infrastructure and Utilities problems and respond in the following manner:
  1. Prepare periodic situation reports and submit to PW/US Administrator.
  2. Assess ESF 3/Public Works and Utilities Unit related challenges, develop corrective measures, and submit response and short-term recovery action plans to the PW/US Administrator.
- Damage applicable to the ESF 3/Public Works and Utilities Unit purview will be assigned to one or more of the ESF 3/Public Works and Utilities Unit agencies for assessment and corrective action on a priority basis as emergency, response or short term recovery work. PW/US personnel will be assigned to each of the three Emergency Response Centers (ERCs) as necessary. Specialized PW/US personnel from Public Works, Water, Wastewater, Solid

Waste and Transportation will staff each ERC. Assisting agencies such as Parks and Recreation will augment staffing at each ERC by providing personnel and equipment. All ERCs have an assigned Area Commander that reports to ESF 3 in the EOC.

- **ERCs** – During the response and recovery phases of a disaster of forewarning, such as a hurricane, the City of Tampa will be required to perform a wide range of activities. To ensure organized efficiency during disaster operations under the worst case conditions, certain critical functions shall be coordinated through the City of Tampa EOC and its network of three ERCs. City of Tampa ERCs include:

1. **ERC #1 Tampa Bay ES**  
3111 Tampa Bay Boulevard  
Tampa, FL 33612
2. **ERC #2 Forrest Hills ES**  
10112 North Ola Avenue  
Tampa, FL 33612
3. **ERC #3 Oak Park ES**  
2716 North 46<sup>th</sup> Street  
Tampa, FL 33605

- **Search and Rescue (SAR) Operations** – The highest priority following the passage of a major hurricane (most likely a category 3 or higher) is saving lives. Accordingly, the first objective is to identify and recover persons who are in immediate peril or in need of medical attention. The SAR Teams work in conjunction with the guidance of TFR. ESF 3/Public Works and Utilities Unit personnel are assigned to each SAR Team. They are responsible for the clearance of debris and other obstructions in an effort to reach critical facilities or people who may need immediate help. All assigned personnel and equipment will stage with TFR at one of the twelve Disaster Action Zones (DAZs), located throughout the City. DAZs represent twenty one fire stations that are combined to form four Area Command Centers or branches and twelve DAZs. Each agency assigned to a DAZ is required to remain with TFR until they determine that the impacted areas are free from major dangers that present medical or safety hazards. Branches include:

1. Branch #1: DAZs 1,4,16
2. Branch #2: DAZs 3,14,15
3. Branch #3: DAZs 13, 18, 20
4. Branch #4: DAZs 9,11,12

- **Push Team/Debris Clearance Operations** – Concurrent with SAR operations, the first priority of the ESF 3/Public Works and Utilities Unit will be to open those roadways servicing critical facilities such as hospitals, medical facilities, police/fire stations, etc. The roads, or push routes, will be cleared

systematically using Push Teams dispatched from each of the three ERCs, whose main function is to push clear at least one lane for travel. This will be accomplished by cutting and pushing debris off the roadways onto the shoulders or adjacent rights of way when possible. The push routes followed by the Push Teams are associated with the longitudinal and latitudinal coordinates of the TPD map grids.

- **Hazard Assessment** – During and/or immediately following push/debris clearance operations, ERC Push Teams and Hazard Assessors will identify hazards after the storm , such as downed power lines, washed out or flooded roads, unsafe bridges or culverts and roads blocked by downed trees and/or power lines.
- **Damage Assessment (public structures and public infrastructure)** – Damage assessment will commence immediately after ERC Push Teams and Hazard Assessors complete their work. Public damage assessment includes an initial survey of critical transportation, facility and utility assets maintained and operated by the City of Tampa or nonprofit entities to determine the severity and magnitude of the disaster. CAD will take the lead for public structures while pre assigned Damage Assessment Teams for PW/US organizations will assess public infrastructure.
- **Debris Removal** – Debris Removal Teams from the SWD will be utilized for post disaster operations after the conclusion of the emergency situation. Debris removal helps restore normalcy and safety to City of Tampa neighborhoods. A systematic debris removal plan will be activated based on the decision made as to whether or not activation of primary and/or secondary contracts for debris removal and monitoring will occur. If both contracts are activated, SWD personnel will monitor the contractors' performance. If the monitoring contract is not activated, SWD personnel will have a more active role in monitoring the debris removal contract. If none of the contracts are activated, the SWD will formalize the Debris Removal Teams and be responsible for the removal of debris throughout the City of Tampa. Removal efforts should begin no more than 48 hours after the storm has cleared.
- **Debris Disposal** – The SWD is the overall coordinator of debris disposal activities with the City of Tampa. A Debris Disposal Team will make sure adequate temporary disposal sites are available for receiving the necessary approval from other governmental agencies for activation of these interim or Temporary Disposal Storage and Reduction Sites (TDSRS). It may be necessary to set up TDSRSs to receive debris generated by a storm. The Debris Disposal Team will coordinate the establishment and operation of such sites. Also, this team ensures sites are restored to their original condition after full recovery. The SWD will update the list of TDSRSs annually and provide a copy to the OEM.
- **Record Keeping** – All departments involved in debris removal and disposal must ensure comprehensive records are maintained on all manpower, equipment, supplies and contract resources used. All departments will ensure

records are maintained by specific site, since site specific records will be required when applying for federal assistance.

- **24 Hour Operations** – The ESF 3/Public Works and Utilities Unit staff may be required to operate on a 24-hour a day basis during intense disaster response and recovery operations. All such departments should plan for continuous operations and schedule personnel accordingly.

## **2.2 Organization**

- The ESF 3/Public Works and Utilities Unit operates within the Public Works and Utility Services Branch under the Operations Section Chief.
- The Public Works Director is responsible for coordinating the attendance and participation of the ESF 3/Public Works and Utilities Unit in meetings, conferences, training sessions, and exercises.
- The Public Works Director and the ESF 3/Public Works and Utilities Unit support team will, on an annual basis, review and revise, as necessary, the applicable sections of the City of Tampa Comprehensive Emergency Operations Plan (CEOP).
- The Public Works Director, along with the lead agency, will develop and maintain a database of emergency contact points.
- The ESF 3/Public Works and Utilities Unit will establish and maintain a database of resources that may be employed on an as required basis during or after an incident or disaster. The database will include engineering services, construction resources and any materials that may require pre-positioning in the preparation phase of an anticipated incident or disaster.
- The overall administration and coordination of the ESF 3/Public Works and Utilities Unit will be the responsibility of the Public Works Director whose duties will include:
  1. The establishment and maintenance of an ESF 3/Public Works and Engineering Unit duty roster ensuring 24-hour continuity of operation when required.
  2. Maintaining the timely issuance of situation reports, as appropriate, to the PW/US Administrator.
- Designated ESF 3/Public Works and Utilities Unit personnel must have the authority of their individual agencies to commit available and obtainable agency resources without having to secure approval from any other management level.

## **2.3 Direction and Control**

The procedures for receiving, evaluating, and prioritizing resource requests is as follows:

- The ESF 3/Public Works and Utilities Unit receives the resource request from an agency, organization or citizen.
- The ESF 3/Public Works and Utilities Unit will prioritize the request based upon urgency, available manpower and equipment resources.
- The ESF 3/Public Works and Utilities Unit will then advise in writing, an estimated completion time and submit this to the Public Works Director, who will communicate this information to the PW/US Administrator.

Each agency within The ESF 3/Public Works and Utilities Unit is individually responsible for the maintenance of an inventory of available and obtainable resources including vehicles, equipment, facilities, personnel, and material.

## **2.4 ESF-3 Interface**

The ESF 3/Public Works and Utilities Unit may interface with any of the represented ESF's within the City of Tampa EOC, and will provide representatives to interface with Hillsborough County ESF 3/Public Works and Utilities Unit personnel at the Hillsborough County EOC..

# **3.0 Responsibilities**

## **3.1 Preparation Phase**

During the preliminary phases prior to the advent of an incident or disaster, a number of preparatory tasks must be accomplished. The following represents a list of those basic preparatory actions:

- Contact the designated ESF 3/Public Works and Utilities personnel.
- Arrange for sufficient staff to provide for a continuous 24-hour continuity of operation at the EOC.
- Establish contact and liaison with the Hillsborough County ESF 3/Public Works and Utilities Unit.
- Perform a preliminary vulnerability evaluation based upon predicted conditions and transmit to the PW/US Administrator.
- Confirm operational status of all notification, communication and support systems relevant to the ESF 3/Public Works and Utilities Unit.
- Prepare for the utilization of primary evacuation routes, make temporary repairs to existing road construction projects or prepare to delay new project start ups.
- Advise ESF 3/Public Works and Utilities departments of plans to initiate equipment and facility protection.
- Relocate essential emergency equipment and vehicles to predetermined locations.
- Advise and coordinate the shutdown of public and private utility systems.

- Describe how missions/assignments and resources will be coordinated between lead and support agencies/organizations. The lead agencies will notify the support agencies of required actions.
- Identify any planning assumptions considered in the development of the public works function (i.e. capability limitations, resource shortfalls, use of mutual aid/outside resources and personnel, etc.).
- Ensure appropriate resources (human and equipment) are available and will remain available throughout the activation of the ESF 3/Public Works and Utilities Unit.
- Ensure two way communication equipment is available and remains functional throughout the activation of the ESF 3/ Public Works and Utilities Unit.
- Ensure all needed contracts and mutual aid agreements are maintained in a functional capacity.
- Identify and update debris storage areas on an annual basis and supply a list to the EOC.
- Obtain the unique Revenue and Finance identification code from the Chief Accountant and provide it to all personnel for use on all event related documentation.

### **3.2 Response Phase**

The response phase of an incident or disaster requires that a number of tasks be accomplished by the ESF 3/Public Works and Utilities Unit. The following represents a list of those basic response actions:

- Receive, distribute, and evaluate support and response resource requests.
- List items for inclusion in the situation reports.
- Collect information and prepare situation reports on a frequency to be agreed upon with the Operations Section Chief.
- Review team rosters to ensure continuity of operation.
- Restore electricity and water in accordance with established procedures and priorities.
- Conduct and coordinate debris clearance in accordance with procedures.
- In the event that it becomes necessary to secure or demolish a structure during the response or recovery phase of an incident or disaster, Code Enforcement and Building and Housing Development will oversee the procedure of issuing building and demolition permits.
- The secure or demolish decision will be made on the basis of the protection of the life, health and welfare of the community.
- Acquire appropriate permits, coordination of permission for debris removal and disposal.
- Establish portage areas for access to barrier islands and other isolated communities.

- Identify established priorities for emergency clearance of debris to allow the passage of equipment, personnel and supplies into the affected area immediately following a disaster.
- Following disasters in which the cleanup is localized (natural or manmade), ESF 3/Public Works and Utilities Unit agencies will work together to ensure cleanup.
- Following disasters where the EOC is activated, in which the City of Tampa's debris removal and monitoring contractors are activated to clean up debris regionally, the SWD Director will function as the City of Tampa's Liaison in the clean up and tracking of reported debris. County, state and federal ESF 3/ Public Works and Utilities operations may have to assist in the actual cleanup activities if the event is significant.
- If necessary, the ESF 7/Resource Management Unit will work with the ESF 3/Public Works and Utilities Unit to expedite the purchase of needed supplies in accordance with established purchasing policies and directives.
- ESF 3/Public Works and Utilities Unit missions will be prioritized as following:

**First Priority** – Immediate response to public safety, health and welfare.

**Second Priority** – Environmental protection.

**Sub prioritization** - based on emerging needs and circumstances.

- Identify and code all resources used (purchase receipts, inventory issues, labor, equipment and contract services employed) with the disaster project number or name on a daily basis. This documentation will be summarized and forwarded to the Chief Accountant or designee for reimbursement purposes.

### **3.3 Recovery Phase**

The recovery phase of an incident or disaster places an entirely new set of duties and responsibilities upon the ESF 3/Public Works and Utilities Unit. The following represents a list of those basic recovery actions:

- Receive, distribute, and evaluate resource requests for the area affected by the incident or disaster.
- List items for inclusion in the briefings and situation reports.
- Activate the deployment mutual aid teams and other emergency work teams in the disaster area as required.
- Continue the maintenance of continuity of operation. Insure adequate shift overlap to allow for transmission of information.
- Coordinate the closure and repair of Tampa's transportation infrastructure.
- Repair and restore damaged public systems, (e.g., water, wastewater, solid waste, electrical, natural gas, storm water, etc.).
- Stabilize damaged public and private structures to facilitate SAR operations and/or protect the public health and safety.

- Identify and label with placards, uninhabitable or unsafe structures.
- Establish priorities and processes for issuing demolition and building permits.
- Develop and initiate emergency collection, sorting and debris routes and sites for debris clearance from public and private property. Access to private property will be for life, safety and health related requirements.
- Determine the levels of damage or impact to the following systems: transportation, water, storm water, wastewater, solid waste, electrical, natural gas and hazardous materials.
- Prioritize and initiate recovery efforts to restore, repair, and mitigate public works and utility infrastructure.
- Provide technical assistance with respect to flooding, water management, structural integrity assessments and impact assessments of infrastructure.



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## EMERGENCY SUPPORT FUNCTION 4 – FIREFIGHTING UNIT

### **Lead Agency**

Tampa Fire Rescue (TFR)

### **Support Agencies**

Florida Division of Forestry  
Hillsborough County Fire Rescue  
Office of Emergency Management (OEM)  
Public Works and Utility Services  
Tampa Electric Company (TECO)  
Tampa Police Department (TPD)

### **Mutual Aid**

Florida Fire Chiefs Association (FFCA) Mutual Aid  
MacDill Air Force Base  
Hillsborough County Aviation Authority  
Temple Terrace Fire Rescue  
Pasco County Fire Rescue

## **1.0 General**

### **1.1 Introduction**

The ESF 4/Firefighting Unit deals with the issue of firefighting during the response and recovery phases of a disaster.

### **1.2 Scope**

The ESF 4/Firefighting Unit lead and appropriate support agencies will become operational when the City of Tampa Emergency Operations Center (EOC) activates at a Level II, or I in response to any major emergency or disaster.

- The available resources of the ESF 4/Firefighting Unit include personnel, facilities, equipment, vehicles and supplies.
- The obtainable resources of the ESF 4/Firefighting Unit are personnel, equipment, vehicles and supplies from federal, state, county and local governments, as well as private organizations.

### **1.3 Purpose**

It is the responsibility of the ESF 4/Firefighting Unit to provide and coordinate fire protection and suppression services within the City of Tampa during response and recovery phases of a disaster. This is to be accomplished by use of the available and obtainable resources, which will be deployed to achieve the following:

- Suppress fires.

- Conduct search and rescue (SAR) operations.
- Inspect facilities to determine if fire hazards exist that endanger the occupants and community.
- Ensure sufficient water supply for firefighting operations.
- Support the ESF 8/Health and Medical Unit in providing medical assistance for disaster victims.
- Support the ESF 8/Health and Medical Unit in assuring adequate Emergency Medical Service (EMS) coverage in impacted areas prior to re-population of communities.
- Support the ESF 9/SAR Unit in SAR operations.
- Support the ESF 10/Hazardous Material Unit during hazardous materials operations.

## **2.0 Concepts of Operations**

### **2.1 General**

- TFR is the lead agency for the ESF 4/Firefighting Unit.
- The lead agency will notify the ESF 4/Firefighting Unit primary contact in the event of an incident or disaster.
- The ESF 4/Firefighting Unit shall monitor developing problems, prioritize and develop plans to mitigate incidents or concerns.

### **2.2 Organization**

- The ESF 4/Firefighting Unit operates under the Operations Section Chief.
- The lead agency is responsible for managing the availability and participation of designated individuals within the ESF 4/Firefighting Unit.
- The lead agency will review and update this section of the City of Tampa Comprehensive Emergency Operations Plan (CEOP) as needed, or annually at a minimum.
- The lead agency will maintain an emergency contact list.
- TFR, as the lead agency for the ESF 4/Firefighting Unit will be required to establish and maintain a database of available resources that may be required for a disaster.
- Designated ESF 4/Firefighting Unit personnel must have the delegated authority of their agency to commit and procure resources as needed.

### **2.3 Direction and Control**

The procedures for receiving, evaluating, prioritizing and dispatching fire fighting resource requests are as follows:

- The ESF 4/Firefighting Unit may receive resource requests from the Operations Chief, a Branch Director, or any agency representative in the EOC.
- The ESF 4/Firefighting Unit prioritizes these resource requests based upon urgency and available resources.

- The ESF 4/Firefighting Unit will then annotate an estimated completion time and cost.
- It is the responsibility of the lead agency to monitor any and all resource requests aligned with the ESF 4/Firefighting Unit and assure appropriate action is taken.
- If the resource request exceeds available firefighting resources, a request is made by the ESF 4/Firefighting Unit lead agency to the Hillsborough County EOC.
- The ESF 4/Firefighting Unit has a direct link to TFR Command (Station 1).
- The ESF 4/Firefighting Unit will interface with the Operations Section Chief to expedite the priorities of the function. The EOC Supervisor will facilitate and act as the liaison between the ESF and the other branches.
- Requests for additional non firefighting supplies will be made to the Logistics Section.

### **3.0 Responsibilities**

#### **3.1 Preparation Phase**

During the preliminary phases prior to a disaster, the following tasks must be accomplished:

- Contact the designated ESF 4/Firefighting Unit support personnel.
- Arrange for 24 hour coverage.
- Establish communications with the Hillsborough County ESF 4/Firefighting Unit.
- Perform a preliminary vulnerability evaluation based upon predicted conditions and transmit to the EOC Supervisor.
- Confirm the operation of all notification and communication systems to include: dispatch, radio and phone lines.
- Acquire an updated inventory list of available resources within the City of Tampa.
- Continue normal operations until winds exceed 40 miles per hour (MPH) at the EOC. Response requests will be made at the division level.
- Reconfigure to four branches and twelve divisions (see attached organization chart).
- Maintain supplies of MREs and water.

#### **3.2 Response Phase**

The response phase of an incident or disaster requires that a number of tasks be accomplished by the ESF 4/Firefighting Unit. The following represents a list of those basic response actions:

- Receive, distribute, and evaluate resource requests.
- List items for inclusion in the situation reports.
- Maintain a duty log.



- Refer to Standard Operating Guidelines (SOGs) for normal operations.



### **3.3 Recovery Phase**

The recovery phase of an incident or disaster places an entirely new set of duties and responsibilities upon the ESF 4/Firefighting Unit. The following represents a list of those basic recovery actions:

- Receive, distribute, and evaluate resource requests.
- List items for inclusion on the situation reports.
- Establish staging areas of mutual aid responders and deploy these teams as needed.
- Assure adequate coverage for each shift.



## EMERGENCY SUPPORT FUNCTION 5 – INFORMATION AND PLANNING UNIT

### **Lead Agency**

Office of Emergency Management (OEM)

### **Support Agencies**

Department of Public Works (DPW)/Facilities Division

Technology and Innovation (T&I)

All other agencies supporting the City of Tampa Emergency Operations Center (EOC)

## **1.0 General**

### **1.1 Introduction**

The ESF 5/Information and Planning Unit is responsible for the collection, analysis, evaluation, and dissemination of information regarding an emergency or disaster.

The ESF 5/Information and Planning Unit assesses the incident, the impact of the incident, develops action plans to guide the direction of the response and recovery phases, and plans for the demobilization of the City of Tampa EOC.

The ESF 5/Information and Planning Unit is also responsible for EOC Operations and the management of the EOC facility.

### **1.2 Scope**

While the responsibilities and objectives of the ESF 5/Information and Planning Unit do not change with the levels of activation, the means by which the objectives are accomplished is based on the complexity of the response and the number of available personnel to assist the EOC.

### **1.3 Purpose**

The ESF 5/Information and Planning Unit of the City of Tampa EOC is responsible for the collection, analysis, evaluation, and dissemination of information regarding an incident. Information is needed to:

- Stand up and support technology delivery systems for EOC management.
- Understand the scope of the current situation/incident.
- Predict the probable course of incident events.
- Prepare alternative strategies and operations of the incident.
- Develop action plans to guide the direction of response and recovery efforts.
- Disseminate plans and information to the appropriate audiences via the most effective means.

## 1.4 Policies

The available and obtainable resources of the ESF 5/Information and Planning Unit will be employed in the event of an emergency or disaster to accomplish the objectives outlined in the City of Tampa EOC Planning and Information Section Standard Operating Guidelines (SOGs). The objectives include the following:

- Activation of the EOC, following City of Tampa notification procedures.
- Obtain initial briefing regarding the incident.
- Receive briefing on initial information from the Incident Commander (IC).
- Discuss with the IC, the level of involvement in the incident for the OEM and the EOC
- Obtain a summary of resources and agencies currently involved in the response to the incident (if any).
- Prepare Incident Action Plan (IAP) for the immediate near future (i.e., the next 4 to 24 hours).
- Establish time intervals for operational periods
- Prepare a list of all agencies, departments, and/or individuals that will be contacted and represented at the EOC for activations.
- Compile and display incident assessment and status information
- Develop alternative response or recovery strategies.
- Identify the need for the use of specialized resources.
- Provide periodic predictions on incident potential.
- Prepare and distribute the IAP.
- Prepare an EOC demobilization plan.

## 2.0 Concept of Operations

### 2.1 General

- In the event of an emergency or disaster, the City of Tampa OEM as the lead agency of the ESF 5/Information and Planning Unit, will assign previously identified personnel to perform designated duties.
- It will be the responsibility of the ESF 5/Information and planning Unit Leader to notify all support agencies and personnel of any pending incident or major emergency and to advise them of when and where the designated personnel are to report for duty should activation be required.
- It will be the responsibility of ESF 5/Information and Planning Unit personnel to review and assess the developing incident information and accomplish the ESF objectives pursuant to the City of Tampa EOC Planning and Information Section SOG developed for the ESF.

#### 2.1.1 EOC Activation Notification Protocol

The City of Tampa EOC activation notification protocol is as follows:

- The OEM will notify the T&I helpdesk of the need for an EOC activation.

- T&I will then notify the EOC Support Staff and GTE of the need for an EOC activation.
- OEM will notify the Executive Policy Group (EPG) that an EOC activation is imminent.
- OEM will notify ESF representatives, as needed.

## 2.2 Organization

- The Information and Planning Leader, who reports to the Planning Section Chief, manages the ESF.
- The ESF 5/Information and Planning Unit Leader is responsible for coordinating the attendance and participation of designated individuals in the incident planning process pursuant to the City of Tampa EOC Planning and Information Section SOG.
- The ESF 5/Information and Planning team will meet annually to review and revise, if necessary, the applicable sections of the City of Tampa Comprehensive Emergency Operations Plan (CEOP).
- The City of Tampa OEM will develop and maintain a database of emergency contact personnel to staff the ESF 5/Information and Planning Unit during activation of the EOC.
- The overall administration and coordination of the ESF 5/Information and Planning Unit will be the responsibility of the ESF 5/Information and Planning Unit Leader as outlined in the SOG.

### 2.2.1 Roles and Responsibilities of the Lead Agencies

#### 2.2.1.1 OEM Responsibilities

Responsibilities of the OEM include:

- Act as the primary coordinating agency for the ESF 5/Information and Planning Unit..
- Develop and maintain the process for information flow during an emergency or disaster.
- Develop and maintain liaison with support agencies to ensure effective coordination of information flow.
- Develop reporting formats and systems, and coordinate damage assessment reporting procedures to maintain situational awareness of the hazard, its impact, and emergency operations during an emergency situation.
- Ensure that appropriate reports are generated and forwarded to the County EOC, as required.
- Keep the Hillsborough County EOC and the surrounding municipalities, informed on the emergency situation.
- Prepare an initial strategy for the immediate operational period (e.g., the next four hours, the next 24 hours).
- Establish time intervals for the operational period.

- Ensure that long range planning is conducted during emergency situations to identify capability and resource needs for future emergency operations (72 hours out and beyond).
- Obtain a summary of resources and agencies currently involved in response to the incident.
- Prepare a list of all agencies, departments and/or individuals with whom contact must be made for representation in the EOC.
- Compile and display incident assessment and status information.
- Assemble information on alternative strategies.
- Identify the need for specialized resources.
- Provide periodic predictions on incident potential.
- Prepare and IAPs in conjunction with the EPG and EOC Section Chiefs.
- Maintain communications with the TPD and TFR Command Centers, Emergency Response Centers, City Shelter and the Hillsborough County EOC.
- Prepare geographical depictions of the disaster impact.
- Assist in briefing the EPG and EOC staff.
- Prepare an EOC phase-down/demobilization plan.

#### **2.2.1.2 T&I Responsibilities**

Responsibilities of T&I include:

- Ensure EOC network, devices and applications are available and verified.
- Provide ETeam/Web/GIS support for the EOC supervisor and all functions, as needed.
- Provide interagency technology support services as needed.
- Assist in shutdown and demobilization for EOC technology components.

#### **2.3 Direction and Control**

The ESF 5/Information and Planning Unit Leader, who reports directly to the Planning Section Chief, will coordinate actions taken by the ESF 5/Information and Planning Unit.

#### **2.4 ESF-5 Interface**

- The ESF 5/Information and Planning Unit interfaces with all personnel and agencies in the EOC to obtain information relative to the incident.
- The Planning Section Chief will interface with the Hillsborough County EOC to provide, coordinate, and share relevant disaster information and planning strategies necessary for addressing incident and disaster situations with Hillsborough County and all local response agencies.
- The ESF 5/Information and Planning Unit is responsible for the mission tracking and message control center that receives all incoming messages not specifically directed to an ESF. Each message is transcribed and delivered to the appropriate agency for action, as are all inter-agency communications and



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requests. Copies of these request slips are sorted and tracked by ESF category.

## 3.0 Responsibilities

### 3.1 Preparation Phase

During the preliminary phases prior to an emergency or disaster, a number of preparatory tasks must be accomplished. The following represents a list of those basic preparatory actions:

- Test and ensure the functionality of all EOC technologies and ready EOC facilities.
- Attend available Planning Section training courses.
- Discuss with the IC, the level of involvement in the incident for the OEM and the EOC.
- Obtain a summary of resources and agencies currently involved in the response to the incident (if any).
- Prepare an initial strategy, if possible.
- Prepare a list of all agencies, departments, and/or individuals that will be contacted and represented at the EOC for activations.
- Assemble alternative strategies.
- Identify the need for the use of specialized resources.
- Provide periodic predictions on incident potential.
- GIS will prepare maps and provide other related information, as needed.

### 3.2 Response Phase

The ESF 5/Information and Planning Unit team will assist in the implementation of the EOC Planning and Information Section SOGs by doing the following:

- Establish time intervals for operational period cycles. Arrange for 24-hour continuity of operation utilizing support agency staff as required. Provide for a shift overlap to insure continuity of information and planning.
- Input information from the Operations Section into GIS and compile informational maps using extant GIS programs and the EOC plotter.
- Compile and display incident assessment and status information in the EOC, and incorporate into the IAP.
- Assemble alternative strategies.
- Identify the need for use of specialized resources.
- Ensure Situation Reporting in a timely fashion at the direction of the EOC Supervisor.
- Collect and process information regarding recovery activities while the response phase of the disaster is ongoing.

- Develop IAPs to identify projected operational objectives and requirements for the recovery phase.
- Anticipate the types of recovery information the Operations Section will require.
- Compile information to support recovery activities.

### **3.3 Recovery Phase**

The recovery phase of an emergency or disaster places an entirely new set of duties and responsibilities upon the ESF 5/Information and Planning Unit. The following represents a list of those basic recovery actions:

- Assist the Operations Section and the Infrastructure Branch in developing long-term recovery strategies; incorporate these strategies into the IAP.
- Work with county, state and federal agencies by sharing appropriate information that works to ensure coordinated recovery efforts.
- Prepare an EOC demobilization plan.
- Prepare damage assessment reimbursement reports and provide business recovery information.



## **ATTACHMENT 1: GTE FEDERAL CREDIT UNION AGREEMENT**

*Agmt  
V*

R.E.D.

RESOLUTION NO. 2013- 108

**A RESOLUTION AUTHORIZING A LEASE AGREEMENT BETWEEN THE CITY OF TAMPA AND GTE FINANCIAL, FOR THE LEASE OF REAL PROPERTY LOCATED AT 711 E. HENDERSON AVENUE; AUTHORIZING THE MAYOR TO EXECUTE AND THE CITY CLERK TO ATTEST TO THE LEASE AGREEMENT; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS,** The City of Tampa desires to enter into a Lease Agreement with GTE Financial, allowing the City to lease property located at 711 E. Henderson Avenue, Tampa, Florida, as more specifically described in the proposed Lease Agreement attached to this Resolution; and

**WHEREAS,** The City of Tampa is in need of additional space for the operation of the City of Tampa Emergency Operation Center; and

**WHEREAS,** it is in the best interest of the City of Tampa to enter into said Lease Agreement.

**NOW, THEREFORE,**

**BE IT RESOLVED BY THE CITY COUNCIL  
OF THE CITY OF TAMPA, FLORIDA:**

**Section 1.** That the Lease Agreement by and between GTE Financial and the City of Tampa for the lease of space at 711 E. Henderson Avenue, a copy of which is attached hereto, is hereby approved in its entirety or in substantially similar form.

**Section 2.** That the Mayor of the City of Tampa is hereby authorized to execute and the City Clerk to attest and affix the Official Seal of the City of Tampa to said Lease Agreement.

**Section 3.** That the proper officers of the City of Tampa are hereby authorized and empowered to do all things necessary and proper to carry out and make effective the terms and provisions of this Resolution.

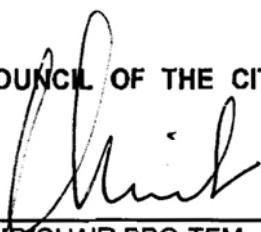
**Section 4.** That the funds for the payment of rent in the approximate amount of \$11,564.25 per month are to be provided from the City of Tampa account having Index Code Number FD0101107-04400 (General Fund).

**Section 5.** That this Resolution shall take effect immediately upon its adoption.

*2/11/2014*



PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF TAMPA,  
FLORIDA ON FEB 07 2013.



Chair/Chair Pro-Tem  
CITY COUNCIL

ATTEST:



Shirley Fox-Knowles  
City Clerk/Deputy City Clerk

APPROVED AS TO FORM:

e/s Ronald Wigginton  
Assistant City Attorney



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## EMERGENCY SUPPORT FUNCTION 6 – MASS CARE AND SHELTER UNIT

### **Lead Agency**

Department of Parks and Recreation

### **Support Agencies**

Office of Emergency Management (OEM)

Tampa Fire Rescue (TFR)

Tampa Police Department (TPD)

American Red Cross

United Way of Tampa

### **1.0 General**

#### **1.1 Introduction**

The ESF 6/Mass Care and Shelter Unit has a responsibility to organize within the City the capability to meet basic human needs (shelter, food, clothing, inquiry, and emergency social services) for City emergency workers in disaster situations, and to outline responsibility and policy established for operations before, during, and after a disaster. The Hillsborough County Emergency Operations Center (EOC) is required to manage all Mass Care operations for the entire city in close coordination with each of its cities.

#### **1.2 Scope**

The ESF 6/Mass Care and Shelter Unit will coordinate and plan the following activities:

- Coordinate with Hillsborough County the tasking of all sheltering activities during a disaster to include the sheltering of people with special needs.
- Coordinate the establishment and operation of mass feeding facilities in areas affected by disasters in coordination with the ESF 11/Food and Water Unit.
- Coordinate relief efforts provided by volunteer organizations performing mass care functions, including the ESF 15/Volunteers and Donations Unit for support of mass care operations.
- Coordinate the establishment of a system to provide shelter population counts to appropriate authorities.
- Coordinate with the ESF 8/Health and Medical Unit for medical support exceeding that required for standard first aid, for the prevention of communicable diseases, to include epidemiological and environmental health activities, as related to sheltering and feeding disaster victims.
- Provide mass care services data to the ESF 5/Information and Planning Section, the ESF 11/Food and Water Unit, and others who require accurate data for response planning.

- Coordinate with the ESF 16/Law Enforcement and Security Unit for additional facility security resources.
- Coordinate with the ESF 2/Communications Unit to ensure each shelter has a working system of communications.
- Coordinate with the ESF 12/Energy Unit to ensure each active shelter location has priority for restoration of power and other utility services.
- Coordinate with the ESF 7/Procurement Unit for additional resources to support the mass care and feeding operations.
- Attend training on NIMS/ICS components to understand NIMS, its purpose, and how the ESF 6/Mass Care and Shelter Unit fits into the overall structure.

### **1.3 Purpose**

It is the responsibility of the ESF 6/Mass Care and Shelter Unit to provide and coordinate mass care services, in cooperation with the Hillsborough County EOC, to the city emergency management effort during response and recovery phases of a disaster. Mass Care services are designed to provide for basic human needs before, during and after a disaster.

Mass Care includes services such as temporary sheltering, feeding, first aid, clothing, disaster welfare information, mental health assistance and a transition from pre-disaster response to post-disaster recovery.

### **1.4 Policies**

- Provisions for mass care will be activated when deemed necessary by the OEM.
- OEM will make determinations as to which populations need to be evacuated.
- OEM will work in conjunction with the ESF 6/Mass Care and Shelter Unit and the Hillsborough County EOC to determine suitable evacuation shelters and timeframes.
- Requests for mass care services will be directed to the Human Services Branch Director and the ESF 6/Mass Care and Shelter Unit.
- The ESF 6/Mass Care and Shelter Unit will work with all other ESFs who have responsibilities related to and affecting mass care.
- The mass care resources of the ESF 6/Mass Care and Shelter Unit may be utilized during times when the City of Tampa EOC is activated in response to any major emergency or disaster.
- The available resources of the ESF 6/Mass Care and Shelter Unit include personnel, facilities, equipment, vehicles, and supplies.
- The obtainable resources of the ESF 6/Mass Care and Shelter Unit are personnel, equipment, vehicles, and supplies of related agencies, Federal, State, County and local governments, public and private organizations.

## **2.0 Concept of Operations**

### **2.1 General**

- In the event of an impending or actual disaster, the agencies and organizations of the ESF 6/Mass Care and Shelter Unit will assign designated personnel to the City of Tampa EOC.
- Should activation be required, the Human Services Branch Director will notify all ESF 6/Mass Care and Shelter Unit agencies of an incident and provide them with the time and location their personnel will need to report.
- The ESF 6/Mass Care and Shelter Unit shall review developing problems, prioritize, and develop plans to mitigate incidents or concerns. These plans will be forwarded to the Human Services Branch Director.

## **2.2 Organization**

The ESF 6/Mass Care and Shelter Unit operates within the Human Services Branch within the City of Tampa Incident Command System (ICS)/EOC structure.

## **2.3 Direction and Control**

The establishment of priorities and the initiation of emergency work for mass care during the response and recovery phases will be handled by the ESF 6/Mass Care and Shelter Unit. The procedures for receiving, evaluating, prioritizing and dispatching mass care resource requests are as follows:

- The Human Services Branch Director receives the resource request.
  - The Human Services Branch Director provides the requests to the ESF 6/Mass Care and Shelter Unit for evaluation.
  - The ESF 6/Mass Care and Shelter Unit will prioritize requests based upon urgency and available resources.
  - The ESF 6/Mass Care and Shelter Unit will then advise, in writing, an estimated completion time and provide this to the Human Services Branch Director.
  - If the resource request exceeds obtainable resources, a request is made to the ESF 7/Resource Support Unit.
1. Each agency under the ESF 6/Mass Care and Shelter Unit shall maintain an inventory of available and obtainable resources including vehicles, equipment, material, and personnel.
  2. Each ESF 6/Mass Care and Shelter Unit agency will be responsible for the positioning, logistics, and management of its individual resource inventory.
  3. The Parks and Recreation Department is the lead agency for the ESF 6/Mass Care and Shelter unit and is in charge of all operations pertaining to this ESF.
  4. The American Red Cross in cooperation with the Hillsborough County EOC will partner with government to establish and coordinate mass feeding operations within the City of Tampa. To supplement their resources, Volunteer Organizations Active During Disaster (Locally PHPCOAD, Pinellas Hillsborough Pasco COAD) agencies may be called upon to provide assistance and support.

5. During non-hurricane conditions, calling 911 can render emergency medical services. The American Red Cross may or may not have personnel or volunteers who are qualified to provide first aid services. Local paramedics will be provided to evacuation shelters and feeding sites and emergency stations may request paramedics.
6. The American Red Cross will maintain a registry of all people who are in evacuation shelters run by the American Red Cross.
7. The Hillsborough County Health Department will provide information on the people who are in the Special Needs Evacuation Shelters. This information will be compiled and utilized by the American Red Cross "Safe & Well" system, a program developed to help family members and friends locate one another.
8. Evacuation shelters will be opened when an emergency situation requires the evacuation and sheltering of people. OEM coordinates the opening and closing of shelters in cooperation with the Hillsborough County EOC, with all involved agencies. Shelters are closed when it is determined that they are no longer needed or alternative arrangements have been made for persons who are unable to return to their homes.
9. The American Red Cross is responsible for the registration, staffing, feeding and other activities in the general population evacuation shelters run by the American Red Cross.
10. TPD is the lead agency for coordinating security at each location.
11. The American Red Cross is responsible for training the management personnel for the general evacuation shelters run by the American Red Cross.

#### **2.4 ESF 6/Mass Care and Shelter Unit Interface**

- The ESF 6/Mass Care and Shelter Unit will coordinate directly with other Human Service agencies for support services.
- The ESF 6/Mass Care and Shelter Unit will coordinate through the Human Services Branch Director for support from other ESFs outside of the Human Services Branch.
- The ESF 6/Mass Care and Shelter Unit will exhaust all obtainable resources before turning a request for logistical support over to the ESF 7/Resource Support Unit.
- The American Red Cross will coordinate with Hillsborough County to make provisions for resources of food, water, and ice to be distributed from mass feeding sites.

#### **3.0 Responsibilities**

The ESF-6/Mass Care and Shelter Unit is responsible for the planning and provision of mass care services.

- The ESF-6/Mass Care and Shelter Unit is responsible for coordinating the availability and participation of designated individuals within the support team as needed.
- The lead and support agencies will work with the Human Services Branch Director to update the appropriate sections of the City of Tampa CEOP as needed.
- The Human Services Branch Director will coordinate with the lead and support agencies to maintain an emergency contact list.
- Each ESF 6/Mass Care and Shelter Unit lead and support agency will be required to establish and maintain a database of available resources that may be required for a disaster.
- The overall administration and coordination of mass care include collaboration between the Human Services Branch Director and the ESF 6/Mass Care and Shelter Unit agencies and organizations.
- ESF 6/Mass Care and Shelter Unit personnel designated to report to the EOC will have the delegated authority of their agency to commit available resources and procure obtainable resources as needed.

### **3.1 Preparation Phase**

During the preliminary phases prior to a disaster, the following tasks must be accomplished:

- Contact the designated ESF 6/Mass Care and Shelter Unit lead and support personnel.
- Determine the scope of services that will be required from the ESF 6/Mass Care and Shelter Unit.
- Develop and maintain a master list of the status of the evacuation shelters and ensure this information is disseminated to the appropriate agencies.
- Arrange for 24-hour (or appropriate) coverage within the EOC and other designated sites where mass care services are provided.
- The ESF 6/Mass Care and Shelter Unit lead agency will establish communications with the Hillsborough County ESF 6/Mass Care and Shelter Unit contact.
- Assess the projection for provision of services and perform a preliminary vulnerability evaluation based upon predicted conditions.
- Confirm operation of all notification and communication systems.

### **3.2 Response Phase**

The response phase of an incident or disaster requires that a number of tasks be accomplished by the ESF 6/Mass Care and Shelter Unit. The following represents a list of those basic response actions:

- Evaluate the status and condition of the evacuation shelters to determine which shelters should remain open.



- Based on information received from the Rapid Impact Assessment Teams, determine if additional mass care services are needed and at which locales.
- Receive, distribute, evaluate and act on resource requests for ESF 6/Mass Care and Shelter Unit responders from outside the City of Tampa.
- Make arrangements to include sleeping accommodations.
- List items for inclusion in the situation reports and action plans.
- Collect data and prepare reports as determined by the Operations Section Chief.

### **3.3 Recovery Phase**

The recovery phase of an incident or disaster places an entirely new set of duties and responsibilities upon the ESF 6/Mass Care and Shelter Unit. The following represents a list of those basic recovery actions:

- Monitor the conditions of evacuees and responders and provide needed services including food and water at evacuation shelters, and disaster relief centers on a priority basis.
- Receive, distribute, evaluate and act on resource requests for the impacted areas.
- List items for inclusion in briefings and action plans.
- Establish a system for the utilization of mutual aid resources and personnel.
- Continue to produce situation reports for the Human Services Branch Director as planned.
- Assure adequate coverage for each shift.

### **3.4 Non-Emergency Phase**

During non-emergency times the ESF 6/Mass Care and Shelter Unit, in conjunction with OEM will plan for, exercise, and revise mass care functions. Activities will include:

- Identifying, measuring, and contracting for appropriate facilities to be used as evacuation shelters for a variety of disasters.
- Recruit, screen, and train volunteers to provide essential services within evacuation shelters.
- Coordinate with OEM to revise and improve existing mass care plans.



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## EMERGENCY SUPPORT FUNCTION 7 – RESOURCE MANAGEMENT UNIT

### **Lead Agencies**

Purchasing Department  
City of Tampa Human Resource Department

### **Support Agencies**

Office of Emergency Management (OEM)  
Revenue and Finance Department  
American Red Cross  
Salvation Army  
United Way  
Great Tampa Community Emergency Response Team (GT-CERT)  
Minority Business Development

## **1.0 General**

### **1.1 Introduction**

The main function of ESF 7/Resource Management Unit is to provide logistical support for the City of Tampa Emergency Operations Center (EOC) through the acquisition of resources such as personnel, materials, equipment, and facilities, any time that the EOC is activated.

### **1.2 Scope**

The ESF 7/Resource Management Unit will activate when the City of Tampa EOC is operating in response to any planned event, major emergency or disaster. ESF 7/Resource Management Unit agencies will support emergency operations by supplementing the available and obtainable resources of response and recovery agencies. Available or existing resources refer to personnel, technology, equipment, supplies, facilities, and vehicles. Obtainable resources refer to personnel, technology, equipment, supplies, facilities, and vehicles that can be directly accessed through contractors, vendors, other agencies, governments and/or public or private groups. Emergency response agencies must be prepared to sustain themselves during the first 24 hours following the onset of an emergency or disaster.

### **1.3 Purpose**

The ESF 7/Resource Management Unit will provide logistical support to the operations of agencies and personnel at the City of Tampa EOC. The ESF 7/Resource Management Unit ensures that the needs of emergency responders and residents are prioritized so that additional resources can be located, secured, distributed, and utilized in the most effective manner possible during response and recovery operations.

## **1.4 Policies**

The ESF 7/Resource Management Unit will activate as members of the resource management team and will operate according to the following guidelines:

- Anticipate needs that will go beyond local resource capabilities by reviewing current inventory lists to establish those items that must be obtained from commercial sources.
- Ensure that all responding agencies exhaust their available resources before receiving assistance from the ESF 7/Resource Management Unit.
- Compile local resource lists and establish agreements and contracts prior to the onset of an emergency.
- Assign the highest priority in resource allocation decision making to meet the survival needs of disaster victims.
- Assess and prioritize disaster-related needs on an ongoing basis to ensure the most efficient use of resources.
- Obtain resources through one of several means, including local resource inventories or local agreements, donations, mutual-aid (local or statewide), or procurement.
- Provide appropriate staging areas for the receipt, inventory, and organization of bulk resources.
- Identify and operate facilities for the purpose of receiving and storing resources.
- Identify and operate facilities that will operate as distribution points.
- Identify and operate facilities that will operate as volunteer reception centers.
- Identify and operate facilities that will operate as base camps.
- Coordinate effective transportation of resources to their destinations.
- Track resources from time of deployment to time of demobilization.

## **2.0 Concept of Operations**

### **2.1 General**

The ESF 7/Resource Management Unit will provide support to the Operations of the EOC during all phases of an emergency activation.

The lead ESF 7/Resource Management Unit department, in cooperation with the Logistics Section Manager will have the authority to determine which facilities, resource receiving areas, checkpoints and warehouses should be made operational. In addition, they will determine if a Donations phone bank should be activated and if so, will advise the ESF 15/Volunteers and Donations lead agency of this decision.

### **2.2 Organization**

In the Incident Command System (ICS), the ESF 7/Resource Management Unit is the lead function in the Logistics Section and reports directly to the EOC Supervisor.

In addition to the lead department for the ESF 7 Resource Management Unit, there are several support agencies. The agencies that comprise the ESF 7/Resource Management Unit report directly to the Logistics Section Chief. The City of Tampa Purchasing Department and Human Resource Department, as the lead agencies for the ESF 7/Resource Management Unit, are responsible for the overall operation of the resource management function. Other identified support agencies are tasked with specific roles in support of the ESF 7/Resource Management Unit based on their areas of expertise.

The ESF 7/Resource Management Unit support agencies must appoint representatives who have the authority to commit and procure available and obtainable resources without requiring additional agency approval. These representatives must also have the authority to make decisions on behalf of their respective agencies.

### **2.3 Direction and Control**

- The Logistics Section Chief and the lead agencies will work cooperatively in creating and maintaining a database of names and numbers to be utilized for emergency contacts.
- The Logistics Section Chief will be responsible for notifying the ESF 7/Resource Management Unit lead department representatives of any pending incident or emergency. If appropriate, the lead agency representative will alert the support agencies of the potential for EOC activation.
- If prior warning is available, the lead departments and appropriate support agency representatives will alert those suppliers with whom agreements or contracts are currently in place.

## **3.0 Responsibilities**

### **3.1 General**

- As required in the general responsibilities of all ESF teams, resource shortfalls should be estimated based on the agencies' available and obtainable resources.
- Anticipate needs which will go above and beyond local resource capabilities. Begin preparations and arrangements for meeting those needs through the most appropriate means.
- Compile local resource lists, including establishing agreements and contracts prior to the onset of any emergency.
- Assess and prioritize all disaster-related needs on an ongoing basis to ensure the most efficient use of resources.
- Obtain resources through one of several means including local resource inventories or local agreements, donations, mutual aid (local or statewide), memoranda of understanding, or procurement.

- Receive, inventory and organize bulk resources at the most appropriate staging areas.
- Identify and operate facilities for the purpose of receiving and storing resources.
- Coordinate with the ESF 1/Transportation Unit for transportation of resources to their destination.
- Manage staging, reception and distribution areas.

### **3.1.1 Human Resources**

Human Resources is responsible for the Emergency Management program, Know Your Role. The Know Your Role database was created to obtain critical information from personnel resources for planning, notification and activation purposes, in order to coordinate and mobilize personnel resources for the preparation and response efforts before, during and after an impending or declared disaster or declared emergency conditions.

## **3.2 Preparation Phase**

During the preliminary phases prior to the onset of an emergency or disaster, a number of preparatory tasks must be accomplished. These are:

- Contact entities with which contracts, agreements or arrangements have been made for providing resources during emergencies or disasters.
- In coordination with the Real Estate Division, identify warehouses and properties that can be used for staging areas for incoming resources, resource distribution points, base camps, volunteer reception centers, warehouses, and other functions as they arise.
- Compile resource lists from EOC representative agencies.
- Perform a preliminary needs assessment based upon predicted conditions and prior experience.
- Receive resource requests for the Disaster Recovery Centers (DRCs).
- Ensure that agency representatives have access to forms and systems for tracking resources once they are deployed.
- Submit preliminary mutual aid requests to the Hillsborough County EOC.

\*All agencies and departments that are located within the EOC, or who are designated as support agencies for any City of Tampa ESF are responsible for keeping their own available resource lists. Agencies should have this resource information readily available during the preparation phase.

## **3.3 Response and Short Term Recovery Phases**

Once The ESF 7/Resource Management Unit has been activated, it will carry out resource management response activities by addressing the following concerns:

- Acquire funds to purchase needed emergency resources.

- Activate a City Disaster Emergency Purchase Order System if the City's electronic Purchasing and Procurement Program is rendered inoperative.
- Anticipate needs based on damage assessment reports and prior experiences.
- Receive resource requests and route as appropriate.
- Determine the need to activate Recovery Distribution Center(s).
- Maintain a log or other tracking system for loaned property.
- Coordinate security with the ESF 16/Law Enforcement and Security Unit, if necessary, for warehouse stores.
- Secure resources through existing donations, mutual aid, and/or procurement.

### **3.4 Long Term Recovery and Deactivation Phases**

Once the emergency situation subsides and critical needs have been met, the Logistics Section Chief and the ESF 7/Resource Management Unit lead departments representative will direct the Needs Assessment, Supply and Distribution Groups to complete the following activities:

- Conduct a call-down of last known on-site contacts for each resource that has been deployed to verify its present status and location.
- Contact all recipients of loaned equipment, supplies, or personnel and verify arrangements for return of items.
- Arrange for disposal, relocation, or storage of excess donations and supplies.
- Close facilities after verifying that all of the necessary paperwork has been completed.
- Deactivate volunteers and staff.
- Send or ensure that appropriate letters/certificates are presented to donors and suppliers.
- Continue to compile and prepare documentation relevant to any resources received through procurement or the Statewide Mutual-Aid Agreement.
- Determine if any donors or suppliers are willing to enter into agreements for future emergencies.
- Ensure that all loaned or rented property is returned to the ESF 7/Resource Management Unit for proper disposition and return to the proper owner.



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## EMERGENCY SUPPORT FUNCTION 8 – HEALTH AND MEDICAL UNIT

### **Lead Agencies**

Tampa Fire Rescue (TFR)  
Wastewater Department  
Water Department  
Solid Waste Department

### **Support Agencies**

Hillsborough County Health Department  
Hillsborough County Medical Examiner

### **1.0 General**

#### **1.1 Introduction**

A significant disaster event may cause injuries to a considerable number of people, produce physical or biological health hazards throughout the affected area, and create a widespread need for medical care or public health guidance. The purpose of the ESF 8/Health and Medical Unit is to plan for, mobilize and manage health, medical, and human services during the response and recovery phases of a disaster. Coordination with the Hillsborough County Health Department to identify health, medical and human service needs of City of Tampa residents after a disaster is necessary.

#### **1.2 Scope**

The ESF 8/Health and Medical Unit lead and support agencies will become operational when the City of Tampa Emergency Operations Center (EOC) activates in response to any major emergency or disaster.

The ESF 8/Health and Medical Unit is responsible for identifying and meeting the health and medical needs of victims of a major or catastrophic emergency. The scope of this support can be generally categorized into the following sub-functional areas:

- Assessment of health/medical needs.
- Disease control and epidemiology activities.
- Organization of health and medical care personnel.
- Identification and coordination of health and medical equipment and supplies.
- Supporting, when requested, patient evacuations from critical health care facilities within evacuation zones.
- Maintaining statuses of in-hospital care capabilities.

- Assuring food and drug safety.
- Assessing radiological chemical and biological hazards from a medical standpoint.
- Coordinating mental health and crisis counseling.
- Providing emergency health advisories and related data for public information releases.
- Advising of the potability of water and disposal of wastewater and solid waste.
- Identification of casualties and performance of mortuary services.
- Coordination of Emergency Medical Services (EMS).

### **1.3 Purpose**

It is the responsibility of the ESF 8/Health and Medical Unit to plan for, mobilize, and manage health and medical services during the response and recovery phases of a disaster. The ESF 8/Health and Medical Unit will provide medical care, treatment, and support to disaster victims, response personnel, and the general public.

ESF 8/Health and Medical Unit activities include evacuation of the injured, disposition of the deceased, medical and special needs evacuations, and basic health considerations. These activities will be coordinated through the Human Services Branch Director.

TFR, the Wastewater Department, Water Department, and Solid Waste Department have been tasked as lead agencies for the ESF 8/Health and Medical Unit.

### **1.4 Policies**

- The ESF 8/Health and Medical Unit will be responsible for coordinating the evacuation of stretcher bound patients from hospitals and nursing homes, if an evacuation becomes necessary.
- TFR will coordinate with private and public ambulance services,
- The ESF 8/Health and Medical Unit will monitor the overall evacuation of residential health care facilities and identify those facilities that need resources for recovery from an emergency or disaster.
- It will be the responsibility of the ESF 8/Health and Medical Unit to review and assess health and medical needs in the City of Tampa in the event of an emergency or disaster.
- After assessing the needs of the City, the ESF 8/Health and Medical Unit will make preparations to obtain resources to meet those needs. A response and short-term recovery action plan will be submitted to the Human Services Branch Director.
- The ESF 8/Health and Medical Unit will coordinate issues that go beyond medical intervention such as radiological, epidemiological,



environmental health, communicable disease, hazardous material contamination and vector control.

- The Hillsborough County Medical Examiner's Department will coordinate with The City of Tampa Police Department on the cause of death and identification of victims.
- The ESF 8/Health and Medical Unit, in cooperation with the Hillsborough County Health Department will be responsible for the identification of contaminated foodstuffs.

## **2.0 Concept of Operations**

During an emergency situation in the City, health, behavioral health, medical, and mortuary requirements will be coordinated and prioritized in the City EOC and provided to the Hillsborough County Health Department Liaison.

### **2.1 General**

- Each ESF 8/Health and Medical Unit agency is responsible for identifying personnel that will be assigned to the EOC, evacuation centers and disaster relief centers.
- Emergency response measures may be exclusively dependent on local resources during the first 24 hours after an emergency or disaster. Preparations will be made by each ESF 8/Health and Medical Unit agency to provide their own resources for this time period.
- The ESF 8/Health and Medical Unit will prepare an initial inventory of available and obtainable resources for the purpose of determining where additional resources will be necessary.
- The available resources of the ESF 8/Health and Medical Unit will include personnel, technology, facilities, medical equipment, vehicles and supplies.
- The obtainable resources of the ESF 8/Health and Medical Unit are personnel, technology, facilities, equipment, vehicles, and supplies that can be accessed directly through contractors, vendors, other agencies, governments and/or public and private groups.
- In the event of an incident or disaster the OEM will notify all ESF 8/Health and Medical Unit agencies and advise them of when and where their designated personnel are to report for duty should activation be required.

### **2.2 Services**

ESF 8/Health and Medical Unit Services Include:

- Medical treatment, transport and support to disaster victims, response personnel and the general public;
- Pre-positioning at public and special needs shelters;

- Providing emergency social service assistance for prescription medicines to those in need;
- Coordinating support from other social service agencies to provide needed assistance;
- Treating, transporting and evacuating the injured;
- Disposition of the dead;
- Crisis counseling;
- Medical and special needs evacuations.

## **2.3 Community Health Needs**

Community Health needs include:

- Prevention and control of the spread of disease.
- Protection of the public from contaminated foods and drugs;
- Control of vermin and other public health hazards;
- First aid treatment;
- Collaboration with city, county and private potable water systems in the restoration of safe drinking water supply;
- Collaboration with law enforcement officers in the release of human remains to the Hillsborough County Medical Examiner for identification and disposal and assisting as needed.

## **2.4 Organization**

In the Incident Command System, the ESF 8/Health and Medical Unit reports through the Operations Section in the City EOC.

## **2.5 Direction and Control**

The procedures for receiving, evaluating, prioritizing, and dispatching health and medical resource requests are as follows:

- The ESF 8/Health and Medical Unit receives the request from one of the Operations Chiefs or a support Section Chief.
- The ESF 8/Health and Medical Unit will prioritize the request urgency and available resources.
- The ESF 8/Health and Medical Unit will advise in writing an estimated completion time and submit to the Operations Section Chief.
- If the resource request exceeds obtainable resources, the ESF 8/Health and Medical Unit will attempt to locate the resource through outside sources.
- A request will then be made to the ESF 7/Resource Management Unit.

## **3.0 Responsibilities**

### **3.1 Preparation Phase**

During the preliminary phases prior to an incident or disaster, the following tasks must be accomplished:

- Perform a preliminary vulnerability analysis based upon projected damage assessment data.
  - Coordinate with the Hillsborough County Health Department at Hillsborough County EOC to determine a timeframe for commencement of acquisition of nurses, doctors, oxygen cylinders and other supplies to support shelter operations.
  - Arrange to secure the following public safety equipment: EMS ambulances and Medevac helicopter.
  - Coordinate the establishment of an emergency worker shelter (i.e., designation, staffing, and supplies at Carver Center).
  - Provide coordination/support for referrals to the Hillsborough County EOC for emergency benefits, evaluations for competency, and aftercare support.
  - Advise area nursing homes and adult living facilities to initiate their response plans related to relocating residents.
  - Advise Tampa General, Memorial and Vencor hospitals to initiate emergency plans for relocating patients.
  - Coordinate with the Hillsborough County EOC to begin transporting clients to Special Needs Shelters.
  - Coordinate with the county on the activation of the American Red Cross Grief Counseling Teams for Mass Casualty Disasters (i.e. bus accident, airplane crash, explosion, etc.)
  - Provide assisted living services support at shelters.
  - Move Medevac helicopter to designated safe area.
  - Commence coordination of post-storm response planning activities: emergency medical dead, and public health monitoring.
  - Provide social services assistance at shelter through Hillsborough County EOC.
  - Designate personnel to insure 24-hour continuity of operation in the City of Tampa EOC and in the field.
  - The ESF 8/Health and Medical Unit lead agency will establish contact with the Hillsborough County ESF 8/Health and Medical Unit contact.
  - Perform a preliminary vulnerability evaluation based upon predicted conditions.
17. Confirm operation of all notification systems.

### **3.2 Response Phase**

The response phase of an incident or disaster requires that a number of tasks be accomplished by the ESF 8/Health and Medical Unit. The following represents a list of those basic response actions:

- Coordinate with the Hillsborough County EOC to monitor public health conditions and correct deficiencies.
- Coordinate with the ESF 15/Volunteers and Donations Unit to provide relief personnel for health workers.
- If necessary, set up casualty collection points within the City.
- Coordinate with the ESF 14/Public Information Unit to disseminate information to the public concerning potential and existing health hazards.
- Coordinate with the Hillsborough County EOC to identify mental health needs of those affected by or responding to the disaster. Coordinate disaster mental health services and critical incident stress debriefings with the American Red Cross Grief Counseling Teams.
- Coordinate with the ESF 16/Law Enforcement and Security Unit for victim identification and notification of next of kin, and the ESF 14/Public Information Unit for the release of information to the public.
- Coordinate with Mosquito Control for air and land-based units for vector control.
- Provide Support For Mass Care/General Shelters in City of Tampa:
- Tampa Fire Rescue will provide medical support for pre-identified mass care shelters in the City of Tampa. General Shelters will be staffed with additional personnel or an Inspector. The platoon responsible for providing personnel will be noted as on call or reserve.
- A rescue unit with paramedics will be provided at the special needs medical shelters within the city limits.
- Obtain accurate census for health care facilities that require evacuation by ambulance.
- Coordinate the evacuation of health care facilities with support from local and municipal fire rescue and private ambulance companies.
- Direct private ambulance companies in the evacuation of stretcher bound patients through the Health and Medical Group.
- Maintain contact with the Hillsborough County ESF 8/Health and Medical Unit contact.
- Determine whether to request an activation of the Disaster Medical Assistance Teams (DMAT).
- Collect data and prepare reports as determined by the Operations Chief.
- List items for inclusion in the situation reports and action plans.

### **3.2.1 Tampa Fire Rescue**

During the response phase TFR will:

1. Assess medical needs.
2. Coordinate hospital services.
3. Monitor field care workers.



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4. Provide general medical information for disaster victims.

### **3.2.2 Wastewater Department**

During the Response phase the Wastewater Department will coordinate (potable water services are provided by the Tampa Water Department) alternative human waste facilities, by coordinating with the Purchasing Department to acquire Port-a-let vendors for sanitary sewage disposal needs.

For contaminated water, the Wastewater Department will conduct field investigations including the collection and laboratory analysis of relevant samples, provide technical assistance and consultation of wastewater disposal issues to assist in preventing public health threats.

### **3.2.3 Water Department**

During the Response phase the Water Department will provide for the treatment and delivery of safe drinking water to the population of the City of Tampa.

### **3.2.4 Hillsborough County Public Health Department**

During the Response Phase the Hillsborough County Public Health Department will monitor for high risk infectious diseases and prove for social service assistance for indigent burials in the community.

### **3.2.5 Hillsborough County Medical Examiner**

The Hillsborough county Medical Examiner will provide for body removal and monitor decease identification.

## **3.3 Recovery Phase**

The recovery phase of an incident or disaster places an entirely new set of duties and responsibilities upon the ESF 8/Health and Medical Unit. The following represents a list of those basic recovery actions:

- Coordinate with the Hillsborough County EOC to ensure adequacy of sanitary facilities in shelters.
- Monitor and report any potential or existing environmental and epidemiological concerns.
- Coordinate with the ESF 14/Public Information Unit for the dissemination of information to the public concerning potential and existing health hazards.
- In cooperation with the ESF 3/Public Works Unit, ensure the availability of potable water, an effective sewage system and sanitary garbage disposal.

- Coordinate with the Hillsborough County EOC to inspect the purity and usability of all foodstuffs, water, pharmaceuticals, and other consumables that were exposed to the hazard.
- Coordinate the inspection of damaged buildings in search of health hazards.
- Coordinate immunizations or quarantine procedures, if necessary.
- Coordinate with the ESF 17/Animal Protection Unit on the disposition of dead animals.
- Monitor food handling and mass feeding sanitation service in emergency facilities.
- Ensure that the appropriate actions are taken to protect the health and safety of disaster victims, responders, and the general public.
- If area medical facilities are damaged, make preparations to transport victims in serious or critical condition to facilities outside the disaster area.
- If necessary, set-up casualty collection points.
- Monitor and report any potential or existing health concerns.
- Assure adequate coverage of EOC representatives for each shift.



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## EMERGENCY SUPPORT FUNCTION 9 – SEARCH AND RESCUE (SAR) UNIT

### **Lead Agency**

Tampa Fire Rescue (TFR)

### **Support Agencies**

Radio Amateur Civil Emergency Service (RACES)

Civil Air Patrol

Department of Public Works & Utility Services (DPW &US)

Greater Tampa Community Emergency Response Team (GT-CERT)

Hillsborough County Fire Rescue

Hillsborough County Sheriff's Office (HCSO)

St. Petersburg Fire Rescue

Suncoast Flatlanders Four Wheel Drive Club

Tampa Electric Company (TECO)

Tampa Police Department (TPD)

United States Coast Guard (USCG)

### **Mutual Aid Agreements/Contracts**

Florida Task Force 3

Hillsborough County Fire Rescue

St. Petersburg Fire Rescue

TECO Franchise Agreement

## **1.0 General**

### **1.1 Introduction**

The ESF 9/SAR Unit will provide support to local governments and agencies and describe the use of resources in both Urban Search and Rescue (USAR) and SAR in response to actual or potential emergencies.

### **1.2 Scope**

The ESF 9/SAR Unit lead and appropriate support agencies will become operational when the City of Tampa Emergency Operations Center (EOC) activates for any major incident or disaster.

SAR activities include, but are not limited to the following:

- Locating, accessing, stabilizing and removing victims trapped in collapsed structures, confined spaces, trenches and in urban flood waters.
- Emergency incidents that involve locating missing persons.
- Locating downed aircraft, with both land based and water based assets.
- Extrication, if necessary.

- Performance of initial treatment of victims.

SAR Support may include, but is not limited to:

- Performing necessary actions to locate victims within impacted areas to include coordination with agencies that can provide aerial aviation support via helicopters.
- Coordinating SAR Assistance Requests from other EOCs and other ESFs received through the EOC.
- Coordinating, allocating and prioritizing SAR operations resources to include people, materials, goods, and services within the impacted areas.
- Performing necessary actions to assist with rapid impact assessment during recovery operations.

The available and obtainable resources of the ESF 9/SAR Unit include personnel, SAR specific equipment, vehicles, supplies and search dogs.

### **1.3 Purpose**

It is the purpose of the ESF 9/SAR Unit to coordinate SAR efforts throughout the City of Tampa during the response and immediate recovery phases of any disaster. The efforts include but are not limited to:

- Conducting physical SAR operations in damaged/collapsed structures and transportation accidents to locate and extricate victims.
- Administering immediate medical attention for life-threatening injuries.
- Carrying out reconnaissance duties to assess damage and determine needs, then provide that information to all agencies involved.
- Coordinating identification of missing persons with law enforcement.
- Performing specialized operations such as diving and technical operations such as confined space, rope, trench, and swift water rescues.
- Alerting TPD and the Medical Examiners staff to deceased victims so they may extricate corpses.
- All local and mutual aid resources should be exhausted first before requesting assistance, except if it is clear that the magnitude of the event will require additional SAR task forces.

### **2.0 Policies**

The assets available to the ESF 9/SAR Unit will be used to support City of Tampa emergency operations and other ESFs with their emergency efforts. The priorities for allocation of these assets will be:

- All operations will be conducted using the Incident Command System (ICS) in compliance with the National Incident Management System (NIMS) standards with a Unified Command Structure being utilized whenever applicable.

- In locations or events where there may be numerous trapped or vulnerable victims, who need immediate medical and rescue assistance, structures that offer the highest chance of survivability (in terms of type of construction) and the number of potential victims (in terms of type of building occupancy and vulnerability to hazard affects) will receive priority. Examples of such structures could include hospitals or walk in clinics, shelters (schools, churches, hotels, etc.), mobile home parks, nursing home and independent living retirement centers, high-rise and multi-residential buildings, and office buildings.
- Assisting in the evacuation of persons from immediate peril.
- Responding to and implementing public safety and protective actions.
- Providing for the safety and health of all ESF 9/SAR Unit personnel by providing logistical support, food/hydration, shelter and medical care.
- Interface with the ESF 8/Health and Medical Unit, the ESF 11/Food and Water Unit, the ESF 15/Volunteers and Donations Unit and all other ESFs, as appropriate.

### **3.0 Concept of Operations**

#### **3.1 General**

During a declared State of Local Emergency, the Lead Agency of this ESF is responsible for implementing its functions. A representative of the Lead Agency will be available in the EOC during activation to respond to requests for support submitted to this ESF. This person will staff the work station assigned to this ESF in the EOC, and will identify which support agencies for the ESF are required, and take steps to assure that support agencies are activated or on alert as appropriate.

The ESF 9/SAR Unit will coordinate the provision of other jurisdictional SAR operations, personnel and equipment. It will also coordinate the mobilization of resources through the Florida Fire Chief's Association (FFCA) Fire Rescue Disaster Plan. It will additionally coordinate with the ESF 15/Volunteers and Donations Unit for the utilization of other resources volunteered from other sources.

In addition:

- TFR is the lead agency for the ESF 9/SAR Unit.
- The EOC Supervisor will notify the ESF 9/SAR Unit primary contact in the event of an incident of disaster.
- The ESF 9/SAR Unit shall monitor, prioritize, and develop plans to mitigate any incidents.
- The ESF 9/SAR Unit representative upon arrival at the EOC will contact his/her Hillsborough County counterpart, relaying the situation and giving an



assessment of possible support that may be needed from mutual aid and federal sources.

- Should SAR operations require transportation of task force personnel; the ESF 1/Transportation Unit will be tasked to provide it.

### **3.2 Organization**

- The ESF 9/SAR Unit operates under the Operations Section Chief.
- The lead agency is responsible for managing the availability and participation of designated individuals within the ESF 9/SAR Unit.
- The ESF 10/Hazardous Materials Unit representative may support the ESF 9/SAR Unit role should a Hazardous Materials specialist be required.
- The ESF 9/SAR Unit lead agency will review and update this section of the City of Tampa Comprehensive Emergency Operations Plan (CEOP) as needed, or annually at a minimum.
- The EOC Supervisor will coordinate with the ESF 9/SAR Unit lead agency to maintain an emergency contact list.
- TFR, as the lead for the ESF 9/SAR Unit, is required to establish and maintain a database of available resources.
- Designated ESF 9/SAR personnel must have the delegated authority of their agency to commit and procure resources as needed.

### **3.3 SAR Divisions**

For hurricane operations TFR has divided the City into 12 SAR Divisions for command and control purposes (see attached hurricane organization chart). Each Division contains identically equipped and staffed Task Forces made up of TFR companies, TECO, TPD, DPW, etc which shall be used during the initial phases of SAR operations. TFR Command shall reassign resources on an as-needed basis, as information is received through the City and County EOC's as well as through City departments engaged in their specific operations.

The SAR Divisions consist of the following locations:

- **Division 1** - 808 E. Zack St., 33602
- **Division 3** - 103 S. Newport, 33606
- **Division 4** - 2100 11TH Ave., 33605
- **Division 9** - 2525 Chestnut St. 33607
- **Division 11** - 710 E. Fairbanks, 33604
- **Division 12** - 3073 W. Hillsborough Ave., 33614
- **Division 13** - 2713 E. Annie St., 33610
- **Division 14** - 1325 S. Church, 33629
- **Division 15** - 4919 S. Himes, 33615
- **Division 16** - 5126 10TH Ave., 33619
- **Division 18** - 5706 N. 30th St., 33610
- **Division 21** - 18902 Green Pine LN. 33647

### **3.4 Personnel and Equipment**

SAR Task Forces are comprised of approximately the following:

- 2- Engine Companies, 8 personnel

- 1-Truck Company (if available), 4 personnel
- 1-Rescue Company, 2 personnel
- 1-TECO Line Truck
- 1-DPW Front End Loader
- 1-DPW Dump Truck
- 2-TPD units, 2 personnel
- Specialty Companies as needed i.e. (HazMat, USAR, TSAR, CCT).

Logistical support will be provided as needed.

### **3.5 Direction and Control**

The procedure for receiving, evaluating, prioritizing, and dispatching SAR resource requests is as follows:

- The ESF 9/SAR Unit may receive resource requests from the Operations Chief, any Branch Director, or any agency representative in the EOC.
- The ESF 9/SAR Unit prioritizes these resource requests based upon urgency and available resources.
- The ESF 9/SAR Unit will determine if standard Fire Rescue units can be deployed to accomplish the request.
- If specialized units such as dive teams are required, such requests will be made to TFR.
- The ESF 9/SAR Unit shall keep up to date inventories of equipment required for SAR, including where heavy equipment can be located in the private sector.
- The ESF 9/SAR Unit will annotate, an estimated completion time, a list of necessary resources, and an approximate cost.
- If additional non SAR resource requests exceed available resources, a request is made to the Logistics Section to secure mutual aid.
- The ESF 9/SAR Unit has direct link communications to the TFR.
- It is the responsibility of the lead agency to monitor any and all resource requests aligned with the ESF 9/SAR Unit and assure appropriate action is taken.
- The ESF 9/SAR Unit will interface with the EOC Director to expedite the priorities of the function.

## **4.0 Responsibilities**

### **4.1 Preparation Phase**

#### **4.1.1 General**

General readiness operations include:

1. Testing of communications and notification equipment

2. Drilling on mobilization of the Task Force
3. Reviewing personnel fitness and training requirements
4. Reviewing and determining training for personnel and service animals annually.

#### **4.1.2 Lead Agency**

TFR is designated as the Lead Agency for the ESF 9/SAR Unit and will coordinate all activities of this ESF. The Emergency Manager will initiate recovery activities in coordination with other City departments related to SAR, damage assessment and temporary housing for displaced citizens.

As the Lead Agency, TFR is responsible for the following:

1. Notification, activation and mobilization, through the OEM of all agencies assigned to the ESF 9/SAR Unit.
2. Organization, assignment and staffing of all facilities at which the ESF 9/SAR Unit is required to be located.
3. Coordination of all support agency actions in performance of missions assigned to the ESF 9/SAR Unit.
4. Coordinating requests for assistance and additional resources in performance of the mission of the ESF 9/SAR Unit from all assigned agencies and forwarding them to the appropriate ESF or agency.
5. Providing situation status reports to the ESF 5/Information and Planning Unit periodically, or on request.
6. Interface with the ESF 6/Mass Care and Shelter Unit and the ESF 8/Health and Medical Unit to assist with medical treatment of patients as needed.
7. Interface with the Medical Examiner for all fatalities.
8. Collect, coordinate and distribute initial impact analysis information as quickly as possible. Aerial assessments will be made by TPD aviation assets (fixed wing and rotary). Utilizing video cameras will be the quickest way to identify the extent of storm damage. Neighborhood specific information will come from fire and law enforcement reconnaissance teams.

#### **4.1.3 Support Agencies**

All support agencies of the ESF 9/SAR Unit are responsible for the following:

1. Notifying, activating, and mobilizing all personnel and equipment to perform or support assigned functions, as designated within the Basic Plan of this document or the response actions of this document.
2. The designation and assignment of personnel for staffing of all facilities at which the ESF 9/SAR Unit is required, and representation is determined by the lead agency of this ESF to be necessary.

3. Coordination of all actions of the support agency, with the lead agency in performing assigned missions of the ESF 9/SAR Unit.
4. Identifying all personnel and resource requirements to perform assigned missions that are in excess of the support agencies capabilities.

#### 4.2 Response Phase

The response phase of an incident or disaster requires that a number of tasks be accomplished by the ESF 9/SAR Unit. The following represents a list of those basic response actions:

- Receive requests for and deploy collapsed building search units as needed.
- Provide verbal or written summaries concerning structural effects of the disaster on building being searched.
- Deploy light search and rescue teams in coordination with Fire-Rescue or 911 requests.
- Continually reassess priorities to address the most critical SAR operation needs and the development of strategies to meet them.
- Track resources that are committed to specific operations, and redeploy them, if necessary.
- Update information and provide it to the ESF 5/Information and Planning Unit.
- Restage units that are not tasked, as appropriate.
- Coordinate resources between Hillsborough County, Regional, State of Florida and, if requested, Federal SAR operations.
- ESF 9/SAR Unit Interfacing:
  1. **Medical:** Interface with the ESF 8/Health and Medical Unit will ensure that medical concerns or situations are resolved quickly.
  2. **Infrastructure and Debris Removal:** Interface with the ESF 3/Public Works and Utilities Unit will be necessary in reaching collapsed structures.
  3. **Fire Fighting:** Interface with the ESF 4/Fire Fighting Unit will be essential to ensure proper deployment of Fire-Rescue equipment and personnel along with requests for mutual aid if fire fighting is a factor in the event.
  4. **Communications:** Interface with the ESF 2/Communications Unit will be essential for solving communication problems, should established back-up systems malfunction.

Collapsed building search operations will normally be performed and completed during the earliest part of the response phase. Light search and rescue may continue, but will be performed in line with fire rescue operations.

#### 4.3 Recovery Phase

The main SAR function is normally completed shortly after the occurrence of an event. The personnel trained for these operations would therefore return to their standard duties and assignments. Their recovery functions would therefore be in



line with the requests made of TFR, however, initial recovery actions of the ESF 9/SAR Unit may include: providing resources to assist human relief and recovery efforts and developing recovery actions and strategies.

The ESF 9/SAR Unit will continue to be provided for specific requests.



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## EMERGENCY SUPPORT FUNCTION 10/HAZARDOUS MATERIALS UNIT

### **Lead Agency**

Tampa Fire Rescue (TFR)

### **Support Agencies**

Hillsborough County Fire Rescue

Pinellas County Regional Hazardous Materials Team

All approved hazardous materials response/clean up companies

## **1.0 General**

### **1.1 Introduction**

The purpose of the ESF 10/Hazardous Materials Unit is to provide support and coordination in response to an actual or potential discharge or release of hazardous materials resulting from a major emergency or disaster.

### **1.2 Scope**

The available resources of the ESF 10/Hazardous Materials Unit include personnel, facilities, equipment, vehicles, and supplies.

The obtainable resources of the ESF 10/Hazardous Materials Unit are personnel, equipment, vehicles, and supplies of related agencies, federal, state, county and local governments, public and private organizations.

### **1.3 Purpose**

It is the responsibility of the ESF 10/Hazardous Materials Unit to provide and coordinate hazardous material support during the response and recovery phases of a disaster.

### **1.4 Policies**

The available and obtainable resources of the ESF 10/Hazardous Materials Unit will be deployed in the event of an incident or disaster to achieve the following:

- Survey impacted areas for releases of hazardous material during the aftermath of disasters.
- Inspect facilities that use, manufacture, and/or transport hazardous materials for releases or damage.
- Coordinate to contain, isolate, and clean up spills of hazardous materials.



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## 2.0 Concept of Operations

### 2.1 General

- It will be the lead agency's responsibility to notify their dispatch and all ESF 10/Hazardous Materials Unit agencies of an incident and provide them with the time and location that their personnel should report in case of a required activation.
- The ESF-10/Hazardous Materials Unit lead agency shall review developing problems, prioritize, and develop plans to mitigate incidents or concerns.
- The lead and support agencies for the ESF 10/Hazardous Materials Unit will provide additional support as required in the response and recovery phases of any hazardous material incident or disaster.

### 2.2 Organization

The establishment of priorities and the initiation of emergency work for hazardous material incidents during the response and recovery phases are handled by the lead agency.

The procedures for receiving, evaluating, prioritizing, and responding to resource requests are as follows:

- The ESF 10/Hazardous Materials Unit receives the resource request from emergency responders or 911 Dispatch.
- The ESF 10/Hazardous Materials Unit prioritizes requests based upon urgency and available resources.
- The ESF 10/Hazardous Materials Unit lead agency will advise in writing an estimated completion time and provide this using E-Team.
- If the resource request exceeds available resources, a request is made to the ESF 7/Resource Management Unit.

Each agency under the ESF 10/Hazardous Materials Unit shall maintain an inventory of available and obtainable resources, including vehicles, equipment, material, personnel, and facilities.

### 2.3 Site Specific Information

Information from sources such as Site Profiler, Superfund Amendment and Reauthorization Act (SARA), Title III, TIER I, II & III reports may be used by both responders and command personnel to gain knowledge of materials present at specific sites. The Local Emergency Planning Committee (LEPC) may also be able to provide responders and EOC representatives with needed information regarding sites housing hazardous materials and/or hazardous waste.



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## EMERGENCY SUPPORT FUNCTION 11/FOOD AND WATER UNIT

### **Lead Agency**

Tampa Fire Rescue (TFR)

### **Support Agencies**

American Red Cross  
Office of Emergency Management (OEM)  
Purchasing Department  
Salvation Army  
Tampa Police Department (TPD)  
Water and Wastewater Departments

### **1.0 General**

#### **1.1 Introduction**

The Emergency Support Function 11/Food and Water Unit deals with the issue of identifying food, water, and ice needs during the response and recovery phases of a disaster.

#### **1.2 Purpose**

The ESF 11/Food and Water Unit facilitates and provides guidance in identifying food, water, and ice needs during and in the aftermath of an emergency situation in the City of Tampa, and also outlines procedures to obtain these commodities and to distribute them to those in need. The ESF 11/Food and Water Unit establishes a method of feeding emergency personnel within the City of Tampa.

#### **1.3 Scope**

- The ESF 11/Food and Water Unit will become operational when the City of Tampa Emergency Operations Center (EOC) activates in response to a major emergency or disaster.
- The available resources of the ESF 11/Food and Water Unit refer to the personnel, technology, equipment, facilities, goods, and services that belong to the identified ESF 11/Food and Water Unit lead and support agencies.
- The obtainable resources of the ESF 11/Food and Water Unit refer to the personnel, technology, equipment, facilities, goods and services which can be directly accessed by the lead or support agencies through vendors, donors, or existing agency agreements.
- The ESF 11/Food and Water Unit will assess the food, water and ice needs of the residents in the affected area following a disaster or emergency and will obtain the necessary resources.
- The ESF 11/Food and Water Unit will transport the needed resources to the disaster area with the assistance of the ESF 1/Transportation Unit and will

identify appropriate facilities for storage through the assistance of the ESF 7/Resource Management Unit.

- The ESF 11/Food and Water Unit will distribute the food, water and ice to the disaster victims in conjunction with the ESF 6/Mass Care and Shelter Unit agencies.

#### **1.4 Policies**

Representatives from the ESF-11/Food and Water Unit agencies will be activated as members of the Food and Water group in the event of an actual emergency or disaster and will carry out their responsibilities according to the following guidelines:

- TFR, in coordination with OEM, will purchase, store, maintain and distribute food and water supplies for City of Tampa employees.
- American Red Cross Protocols (Publication 3031) will govern bulk food distribution. USDA Bulk Food distribution will not be made to individuals; only to mass-feeding activities.
- Anticipate the food, water, and ice needs of the impacted areas.
- Develop and maintain a list of vendors and donors of food and water resources to augment existing inventories both from within and outside of the City of Tampa.
- Prepare for the receipt of large quantities of food, water, and ice resources by identifying and securing appropriate refrigerated and non-refrigerated storage spaces.
- Provide for the identification of distribution sites for food, water, and ice resources.
- Provide City of Tampa employees and emergency responders with food and water during emergency operations.
- Evaluate other circumstances as they arise and make additional requests to the EOC, as needed.
- Provide timely distribution of essential survival supplies such as food, water, and ice to residents of impacted areas in conjunction with the ESF 1/Transportation Unit and the ESF 7/Resource Management Unit.
- Liaison with the American Red Cross to possibly augment existing food supplies with their available resources.

### **2.0 Concept of Operations**

#### **2.1 Organization**

The primary coordinator for locating, obtaining and arranging the transportation of food and water after a disaster is ESF 11/Food and Water Unit staff, in coordination with OEM. In addition, there are several private humanitarian organizations that will participate in distribution of food and water to disaster victims



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In the Incident Command System (ICS), the ESF 11/Food and Water Unit reports through the Logistics Section within the City of Tampa EOC.

In addition:

- The agencies that comprise the ESF 11/Food and Water Unit report directly to the Logistics Section Chief.
- The lead agency for the ESF 11/Food and Water Unit is responsible for the operation of the food and water function. Other identified support agencies are tasked with specific roles based on their areas of expertise.
- The Logistics Section Chief and the lead agency will work cooperatively in creating and maintaining a database of names and numbers to be utilized for emergency contacts.
- The Logistics Section Chief will be responsible for notifying the ESF 11/Food and Water Unit lead agency representative of any pending emergency. The lead agency representative will be notified as to where support agency personnel will need to report in the event that the City of Tampa EOC is activated.
- The ESF 11/Food and Water Unit lead agency will proceed to alert the support agencies of the potential for EOC activation.
- If prior warning is available, the ESF 11/Food and Water Unit lead and support agencies will alert agencies, vendors or donors with whom food, water or ice contracts or agreements exist.

## 2.2 ESF 11/Food and Water Unit Interface

ESF-11/Food and Water Unit agencies can communicate directly with other ESF agencies within the EOC. Agencies can request assistance and resource support from each other. Other ESFs that the ESF 11/Food and Water Unit may interface with include:

- **ESF 7/Resource Management Unit** - Interface with the ESF 7/Resource Management Unit will be necessary to coordinate the acquisition of food, water, and ice supplies if such items are not available in sufficient quantities within local inventories. The ESF 7/Resource Management Unit will be the point of contact for making requests from the State of Florida or from federal agencies.
- **ESF 6/Mass Care and Shelter Unit** - Interface with the ESF 6/Mass Care and Shelter Unit will ensure the distribution of food, water, and ice supplies to disaster victims through fixed and mobile feeding sites such as Salvation Army Comfort Stations and American Red Cross Emergency Response Vehicles (ERVs).
- **ESF 1/Transportation Unit** - Interface with the ESF 1/Transportation Unit will be necessary to coordinate the transportation of food, water, and ice from warehouses and designated staging areas to the affected areas. These transportation resources will be provided by the ESF 1/Transportation Unit on a priority basis.



- **ESF 13/Military Support Unit** - In extreme circumstances, it may be necessary for the ESF 11/Food and Water Unit to request military assistance through the ESF 13/Military Support Unit.

## 3.0 Responsibilities

### 3.1 General

- In the event of an activation of the City of Tampa EOC, the ESF 11/Food and Water Unit lead agency will advise the designated personnel to report to the EOC.
- The ESF-11/Food and Water Unit lead agency in conjunction with the ESF 7/Resource Management Unit lead agency will determine which facilities or food and water staging areas need to be made operational to support the food and water distribution.
- The ESF 11/Food and Water Unit lead agency will establish contact with the ESF 11/Food and Water Unit representative at the Hillsborough County EOC.
- Develop and maintain a roster of support agencies and their respective disaster coordinator designees.
- Ensure adequate staffing of the City of Tampa EOC for 24-hour operational period during an activation.
- Oversee the implementation of the ESF 11/Food and Water Unit plan and procedures during times of emergency.
- Involve additional support agencies as the need arises.
- Receive status reports from support agencies and provide them to the Logistics Section Chief as requested.
- ESF11/Food and Water Unit agencies must designate representatives to support this plan who have the authority to commit agency resources without requiring additional agency approval. These representatives must also have the ability to make decisions on behalf of their respective agencies.
- It is expected the individuals, families, and organizations within the City of Tampa will be prepared for a minimum of 72 hours of total self sufficiency in regards to food, water, and ice.
- All organizations that support the ESF 11/Food and Water Unit are responsible for developing their respective SOGs to carry out food, water, and ice procurement and distribution during emergency operations in the City.
- All organizations that support the ESF 11/Food and Water Unit in the City are responsible for coordinating with other organizations from which they require local support to develop letters of understanding or mutual aid agreements for that support.
- All organizations supporting the ESF 11/Food and Water Unit in the City will coordinate their plans and operations with Hillsborough County EOC.

#### 3.1.1 OEM

1. Develop emergency food, water, and ice procurement, distribution strategies and procedures with the support agencies to this ESF.
2. Assist the Hillsborough County EOC, where required, in coordinating the overall effort to satisfy the countywide emergency food, water, and ice requirements during an emergency situation.

3. Request outside assistance for emergency food, water, and ice supplies when local resources do not exist or have been exhausted.
4. Notify all Emergency Response Center (ERC), TFR and TPD commanders that MREs are ready to be picked up from the Supply Division. The notification will be distributed via Alert Tampa to cell phones and email.
5. Receive information from all feeding sites on the name and title of the Meal Coordinator that has been appointed for each feeding location.

### **3.1.2 ERC, TFR and TPD Command Centers**

1. Ensure that OEM has cell phone, email and pager contact information for each ERC, TFR and TPD Commander. The contact information will be updated each year at the start of hurricane season with a re-verification as a storm approaches.
2. Upon receipt of OEM notification, call OEM and provide the name and title of the Meal Coordinator for the facility.
3. When the Meal Coordinator arrives at their facility, he or she should make arrangements to pick up their allotted amounts of MREs and water and designate an individual to sign and date the TFR Supply Issue Form acknowledging receipt of the MREs and water. They will sign a supply issue form before they get their allotment from TFR fire supply.

## **3.2 Preparation Phase**

During the preliminary phase prior to the onset of a threatened emergency or disaster, the ESF 11/Food and Water Unit must accomplish a number of preparatory tasks including:

- Update food, water, and ice vendor or donor lists. This list should include the location of the vendor and the product. Contact these entities to verify that necessary items will be available should a disaster strike.
- Inventory food, water, and ice supplies of all ESF 11/Food and Water Unit agencies and of other vendors within and outside of the City of Tampa.
- Coordinate with ESF 7/Resource Management Unit agencies to identify warehouses, which could be used to stage and/or store food, water and ice supplies.
- Prepare analysis of anticipated food, water and ice needs and begin the process

## **3.3 Response Phase**

Once the ESF 11/Food and Water Unit agencies have been activated due to the occurrence of an emergency or disaster, they will carry out the following responsibilities:

- OEM will, in conjunction with the American Red Cross the Salvation Army and ESF 11/Food and Water Unit staff, make estimates of the needed quantities of food, water and ice and requests the needed supplies.

- In coordination with the ESF 6/Mass Care and Shelter Unit, identify the areas and number of individuals in the affected community who are in need of emergency water, food and ice.
- Identify and establish mass feeding and food and water distribution sites in cooperation with the ESF 6/Mass Care and Shelter Unit.
- OEM and/or ESF 11/Food and Water Unit staff will alert County and State agencies. They will also alert the ESF 7/Resource Management Unit so that they may alert vendors and others who will provide food, ice, water, and access to refrigerated and non-refrigerated storage space.
- ESF 11/Food and Water Unit staff will prepare and transmit requests for food and water to Hillsborough County EOC.
- Request the Salvation Army (through the ESF 6/Mass Care and Shelter Unit) to establish Comfort Stations in the most affected areas in order to provide immediate food and water to disaster victims.
- Solicit bulk donations of food, water and ice, from the public, through the ESF 15/Volunteers and Donations Unit, if necessary, for those items that have been deemed to be unavailable or in short supply locally.
- Coordinate with the ESF 16/Law Enforcement Unit and the ESF 13/Military Support Unit to ensure that emergency workers who are providing food, water and ice supplies to disaster victims have access into the affected areas.
- Request assistance with security at distribution and mass feeding sites to ensure that disaster victims receive these resources in an orderly and safe manner.
- Coordinate with the ESF 3/Public Works and Utilities Unit and Public Health to determine water contamination and the resultant need for potable water supplies within affected communities.
- Monitor the loss of electrical power and determine its impact on food, water and ice needs of disaster victims.
- Coordinate with the ESF 1/Transportation Unit and the ESF 7/Resource Management Unit to secure refrigerated trailers and warehouse space for the distribution and storage of water, ice and food supplies as necessary.
- Coordinate with the State and the Federal Emergency Management Agency (FEMA) for the provision of bulk food, water and ice resources to augment local resources.
- In conjunction with the ESF 7/Resource Management Unit, the ESF 1/Transportation Unit and the ESF 13/Military Support Unit to oversee the routing and distribution of incoming food, water and ice resources.
- Establish a network of drop-off sites surrounding the affected area both inside and outside of the City of Tampa where food products can be left by both individuals and vendors.
- Sort, shrink-wrap and palletize the items at the drop-off sites.
- Route trucks to the drop-off sites to pick-up the items and ship them to large Distribution Center warehouses.

- Inventory and assign the food items to their final destination such as mass feeding sites, Disaster Assistance Centers (DAC), and/or tent Cities within the affected areas.
- Transport the food items to their final destinations.
- Determine those food, water and ice shipments that can bypass the drop-off sites and Distribution Center and be routed directly to mass feeding sites, DACs and/or Tent Cities.
- Determine the need for the issuance of emergency food stamps with the Department of Children & Families and request implementation of the program if deemed appropriate.

There are numerous humanitarian organizations that may provide meals or food/water in bulk commodities to disaster victims. Among these are the following:

- **American Red Cross** – in its mass care role, provides feeding at public shelters. It also provides meals in field locations from its Emergency Response Vehicles (ERV). In addition, once their service centers are established, they can provide vouchers for food to disaster victims. (Note: Red Cross is authorized to obtain food from the USDA at no cost. In some cases, this food can be channeled to faith-based groups/churches for distribution to disaster victims).
- **Salvation Army** – provides feeding at its fixed sites, which provide food on daily basis to the homeless. It also provides meals in field locations from its canteens. In addition, the Salvation Army sets up comfort stations, by agreement with the State of Florida, in disaster areas. Comfort stations provide meals to disaster victims, but not food commodities.
- There are numerous religious based organizations that are involved with providing food on a regular basis for homeless and low-income individuals. During disasters, there are organizations with resources that provide food to disaster victims. Among these are Second Harvest and Share, which provide food commodities to religious based groups/churches throughout the county for distribution to the needy. Metropolitan Ministries is another organization, which provides food to the homeless. In addition, these are several religious denominations, which have food programs for the poor.

### **3.3.1 American Red Cross or the Salvation Army**

Actions of the American Red Cross and/or the Salvation Army include:

1. Provide both fixed and mobile feeding capabilities.
2. Assist with the distribution of water.
3. Coordinate with the ESF 6/Mass Care Unit to identify the number of people in city shelters and others in need of food and water.

### **3.3.2 OEM**

Actions of the OEM include:

1. Coordinate with the ESF 6/Mass Care Unit to identify the locations of mass feeding and food distribution sites.
2. Coordinate with the ESF 12/Energy Unit to monitor power outages to project ice needs.
3. Coordinate with the ESF 14/Public Information Unit to disseminate public information.
4. Assess warehouse space and needs for staging areas. Secure additional refrigerated and non-refrigerated space if needed.
5. Monitor and coordinate the flow of food, water and ice supplies into the City.
6. Coordinate with the ESF 15/Volunteers and Donations Unit to integrate donated supplies into mass feeding, bulk distribution and related activities.
7. Coordinate with the ESF 3/Public Works and Utilities Unit and the ESF 8/Health and Medical Unit to monitor water contamination and estimate water needs.
8. Manage the feeding requirements of the City EOC staff.

### **3.4 Recovery Phase**

The recovery phase of an incident or disaster requires additional or varied set of duties and responsibilities for the ESF 11/Food and Water Unit. The following represents a list of those basic recovery actions:

- Assess the need for long-term provision of food, water and ice supplies to the disaster victims.
- Monitor the number and location of community-based feeding sites, soup kitchens and food pantries and determine their plans for continued feeding of disaster victims.
- Identify those organizations involved in long-term feeding of disaster victims.
- Evaluate the current status of warehouse food inventories.

#### **3.4.1 OEM**

During the recovery phase OEM is responsible to:

1. Maintain communications and coordination with the County for food, water and ice until the appropriate Recovery services, e.g., American Red Cross Disaster Services, FEMA, Social Services, are in place to assume responsibility.
2. Continue to monitor food, water and ice needs.
3. Monitor the number and location of community-based feeding sites, soup kitchens, and food pantries and determine their plans to assist disaster victims in the long-term.
4. Assess and request Comfort Stations from the State of Florida.
5. The Hillsborough County EOC will provide rolling stock and equipment for bulk food and water transport and handling.



6. The State Fire Chief's Association will provide water tenders, upon request, to be sanitized for potable bulk water distribution.

### **3.4.2 Department of Health**

During the recovery phase the Department of Health will:

1. Monitor nutritional concerns and assess special food concerns of the impacted residents.
2. Provide technical assistance to disinfect bulk water tenders for potable water distribution.
3. Assess the need for and feasibility of issuing emergency food stamps.

### **3.5 Deactivation Phase**

Once the emergency situation subsides and critical needs have been met, the Logistics Section Chief in cooperation with the ESF 11/Food and Water Unit lead agency will determine the feasibility of deactivating. At such time, the following items will be addressed and acted upon:

- Contact all recipients of loaned equipment, supplies or personnel and verify arrangements for return of items;
- Arrange for relocation, preferably to local food warehouses or food banks, of excess food, water, or ice resources;
- Shut-down any remaining mass feeding sites unless operated by an independent private agency;
- Evaluate the effectiveness of the ESF 11/Food and Water Unit operations and prepare a written report of the findings with recommendations for improvements;
- Verify that all donors of food, water and ice supplies receive a Thank You letter for their services;
- Deactivate volunteers and staff of the ESF 11/Food and Water Unit agencies as their services are no longer needed;
- Submit all outstanding time sheets and other financial paperwork to the Administration and Finance Section.

### **3.6 Non-Emergency Activities**

- The ESF 11/Food and Water Unit lead agency in cooperation with the Logistics Section Chief is responsible for coordinating the attendance and participation of ESF 11/Food and Water Unit support agencies in planning meetings, conferences, training and exercises.
- The lead agency representative and Logistics Section Chief will review and revise as necessary the ESF 11/Food and Water Unit section of the City of Tampa Comprehensive Emergency Operations Plan (CEOP) and associated Standard Operating Procedures (SOPs).
- ESF 11/Food and Water Unit agencies will recruit a variety of agencies, businesses and organizations within the local community to enter into



agreements regarding the donation or use of supplies, equipment, personnel, vehicles or facilities during times of emergency or disaster. Special attention will be given to locating vendors of food, water, ice and the equipment and supplies necessary to store and distribute these resources.



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## EMERGENCY SUPPORT FUNCTION 12 – ENERGY UNIT

### **Lead Agency**

Office of Emergency Management (OEM)  
Purchasing Department

### **Support Agencies**

Department of Public Works, Fleet Maintenance  
Tampa Electric Company (TEC)

### **MOU's/Contracts**

J.H. Williams Fuel  
Shell Gasoline  
Bay Marine  
Port of Tampa (pending)

## **1.0 General**

### **1.1 Introduction**

The purpose of the ESF 12/Energy Unit is to provide support and coordination of response and recovery efforts for shortages and disruptions in the supply and delivery of electricity, natural gas, and other forms of energy and fuel that impact or threaten to impact the citizens of the City of Tampa in the event of a major emergency.

### **1.2 Scope**

The available resources of the ESF 12/Energy Unit are defined as personnel, technology, equipment, facilities, and supply resources.

The obtainable resources of the ESF 12/Energy Unit are defined as personnel, technology, equipment, facilities, material, and supply resources obtainable from contractors, vendors, suppliers, and related agencies of federal, state, county, local governments, and public and private associations or groups.

### **1.3 Purpose**

It is the purpose of the ESF 12/Energy Unit to coordinate and facilitate all efforts to ensure the uninterrupted supply and delivery of energy resources to the City of Tampa. This includes minimizing or preventing disruptions in electrical distribution and transmission, fuel supplies, natural gas, or any other form of fuel or energy that may negatively impact the city.

In addition to the close coordination of available and obtainable resources relative to electrical and gas utilities, the ESF 12/Energy Unit is responsible for the coordination of fuel supplies for the City of Tampa.

#### **1.4 Policies**

- The ESF 12/Energy Unit will provide public information bulletins regarding power outages, energy conservation, and other related energy issues, to the ESF 14/Public Information Unit for dissemination to the media, and public inquiries.
- All information relative to the situation and status of the ESF 12/Energy Unit operations will be provided to the Operations Section Chief.
- Acquisition of all local fuel resources will be secured by pre-positioned contracts.

### **2.0 Concept of Operations**

#### **2.1 General**

The Logistics Section Chief, in cooperation with the ESF 12/Energy Unit lead agency will, in the event of an incident or disaster, assign previously identified personnel to the duty roster in the City of Tampa Emergency Operations Center (EOC).

It will be the responsibility of the OEM to notify all ESF 12/Energy Unit support agencies of any pending incident or disaster and to advise them of when and where their previously designated personnel are to report for duty, should activation be required.

#### **2.2 Organization**

In the Incident Command System (ICS) the ESF 12/Energy Unit reports through the Logistics Section within the City of Tampa EOC.

#### **2.3 Direction and Control**

The ESF 12/Energy Unit will coordinate and facilitate the restoration of all energy-related infrastructure including electrical transmission and distribution, natural gas storage, distribution, and transportation related fuel. In addition, the ESF 12/Energy Unit will coordinate and facilitate the provision of fuel supplies to the City of Tampa in the quantities necessary to provide support to the recovery effort.

Designated ESF 12/Energy Unit personnel will have the authority to commit available and obtainable resources without having to secure approval from any other level of management.

The procedure for receiving, evaluating, and prioritizing emergency energy resource requests is as follows:

- The ESF 12/Energy Unit receives the emergency energy resource request from the Logistics Section Chief.
- The ESF 12/Energy Unit will then prioritize the request based upon comparative urgency and available manpower and equipment.
- The ESF 12/Energy Unit will then advise, in writing, an estimated completion time and submit the information to the Logistics Section Chief.
- If the resource request exceeds the available and obtainable resources of the ESF 12/Energy Unit, the Logistics Section Chief will submit the request to the ESF 7/Resource Management Unit for additional resources.

The ESF 12/Energy Unit is responsible for the positioning, logistics, and management of its individual resource inventory. In addition, each agency, when posed with a resource request it cannot fill, will check to see if that resource is available or obtainable from another source before submitting that request to the ESF 7/Resource Management Unit.

## **2.4 ESF 12/Energy Unit Interface**

The ESF 12/Energy Unit will coordinate with other ESFs for available and obtainable resources.

The ESF 12/Energy Unit will work with the Logistics Section Chief and the Operations Section Chief in establishing priorities for the restoration of damaged energy supplies based upon the needs of the community and the severity of the incident or disaster.

Other Units that the ESF 12/Energy Unit may be required to interface with include:

- **Damage Assessment** - Interface with Damage Assessment Teams to facilitate the assessment of energy system damage, supply demands, and restoration requirements.
- **Procurement** - Interface with Procurement to facilitate procedures for obtaining and transporting fuel and other emergency supplies.
- **Resource Management** - Interface with the ESF 7/Resource Management Unit to facilitate the acquisition of energy resources on an emergency basis.
- **Transportation** - Interface with the ESF 1/Transportation Unit to facilitate the need to transport emergency energy resources.
- **Public Information** - Interface with ESF 14/Public Information to provide accurate, timely information to the public in response to the event.

## **3.0 Responsibilities**

The Florida Electric Power Coordinating Group coordinates with all state electrical power providers concerning power generation activities. Under mutual assistance,



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TEC coordinates with the Southeastern Electric Exchange to acquire resources and manpower for response and restoration efforts.

The City EOC with representatives from the City of Tampa Department of Public Works (DPW) and TEC assumes coordination of electric power and natural gas.

TEC is responsible for providing electrical power throughout the City of Tampa. TEC Energy, Inc., through its subsidiary is also responsible for providing gas in the city.

The Department of Purchasing will manage acquisition and coordination for additional natural gas, petroleum products and liquefied petroleum gas (LPG), for City of Tampa use.

### **3.1 General**

- The Logistics Section Chief is responsible for coordinating the attendance and participation of designated individuals within the ESF 12/Energy Unit in meetings, conferences, training sessions, and exercises.
- The ESF 12/Energy Unit support team and the Logistics Section Chief will, on an annual basis, review and revise as required, the applicable sections of the City of Tampa Comprehensive Emergency Operations Plan (CEOP).
- The ESF 12/Energy Unit support team, in conjunction with the Logistics Section Chief, will develop and maintain a database of emergency contact points.
- The establishment and maintenance of an ESF 12/Energy Unit duty roster ensuring 24-hour continuity of operation when required.
- The maintenance and timely issuance of situation reports, as appropriate.

## **4.0 Actions**

### **4.1 Preparation Phase**

During the preliminary phases, immediately prior to the advent of an incident or potential disaster, a number of preparatory tasks must be accomplished. The following represents a list of those actions:

- Contact designated ESF 12/Energy Unit personnel.
- Arrange for 24-hour continuity of operation and set up a duty roster and attendance log, as anticipated conditions require.
- Perform a preliminary vulnerability assessment based upon predicted incident or disaster impacts on the energy infrastructure.
- Preposition fuel and transportation resources based upon the preliminary vulnerability assessment.
- Prepare situation reports for submission to the Logistics Section Chief.
- Prepare for the response phase.

#### **4.1.1 Electrical Power**



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The facilities within the City which receive the highest priority are hospitals, 9-1-1 communications centers, critical water and wastewater facilities, selected public safety and human services facilities, Tampa International Airport and MacDill Air Force Base. The second highest priority is assigned to nursing homes, important water and wastewater facilities, and selected public safety and human service facilities.

Under any disaster situation where the electrical power system is affected, TEC will assess damage to the infrastructure and restore power as rapidly as possible, in accordance with the Hillsborough County Criticality list. The City Energy Plan will serve as a guideline in allocating priorities for restoration and maintenance of power. The TEC Emergency Response Plan contains procedures on electrical power restoration including assessment of damage, personnel assignments, and the operational plan to restore the system.

The TEC plan includes the influx of massive support from electric utility companies outside the area, and the provision of housing and feeding for outside workers. TEC's plan for outside support includes the pre-positioning of contractor assistance in South Georgia when threatened by a hurricane. TEC's plan also calls for the staging of equipment at various locations in the county, in advance of a hurricane. If any additional outside support is needed, it will be requested from the Hillsborough County EOC to the State EOC.

Coordination of electrical power related information will be accomplished at the City EOC. TEC will keep the City EOC apprised of the electrical power situation (e.g. areas and numbers of people without power, projections on power restoration, public safety information on downed power lines, etc.). TEC provides a representative on a 24-hour basis to the City EOC during disaster situations. This representative will serve as the liaison between TEC and the City EOC Operations Group regarding all electrical power operations. All requests for power restoration generated at the City EOC will be processed through this TEC representative. TEC also will have a representative at the Hillsborough County EOC during disaster situations.

TEC conducts a comprehensive public information program on a continuing basis regarding energy conservation, potential energy outages and other related energy issues. They have developed pre-canned Public Service Announcements (PSA) for transmission by the media on what the public should do during various phases of energy crisis situations. On an annual basis, TEC provides disaster preparedness information to customers. During recovery operations from a major disaster, the TEC public information effort must be closely coordinated with the City EOC Public Information Officer (PIO). Announcements to the public by both TEC and the City EOC must be consistent.



The Florida Public Service Commission has adopted Rule 25-6.0183, which addresses procedures to be used by Florida's electric utilities and governing agencies (state and local) in response to generating capacity shortages. It is designed to provide a coordinated response to generating capacity changes on a statewide basis. In the event of a major disaster, the City EOC will ensure proper coordination of information with county and state officials and other energy suppliers regarding energy supply recovery assistance.

#### **4.1.2 Petroleum Products**

The City EOC will coordinate petroleum product activities during disaster response and recovery operations. Assistance may be required from the Logistics Section in obtaining and transporting petroleum products needed to sustain disaster activities. If sufficient fuel products cannot be acquired from City sources, assistance will be requested from Hillsborough County.

The Public Works Department maintains a plan to ensure adequate fuel support is available to support city operations. This includes fuel to operate vehicles and support equipment (e.g. emergency generators).

### **4.2 Response Phase**

The response phase of an incident or disaster requires the coordinated completion of a number of specific actions. The following represents a list of those actions:

- Evaluate the energy needs of the City based upon damage assessment data and any other reliable sources.
- Arrange for the transportation of fuels to meet the emergency needs of the City.
- Coordinate with ESF #3/Public Works and Utilities for the priority repair of any infrastructure required to facilitate the movement of fuels.
- Plan, coordinate and implement operations relative to the restoration of the energy infrastructure.
- Energy system damage will be readily apparent after a disaster. TEC, public water utilities and telephone companies will provide service in accordance with their own restoration plans as well as the requirements under City policy.
- Receive, evaluate, coordinate, and implement support and resource requests for ESF 12/Energy Unit assistance.
- Coordinate aerial assessments between TEC and TPD aircraft. TEC will fly along transmission lines. TPD will assess damage in all other areas of the City, as needed. All assessment data will be provided to the City EOC.
- Continue 24-hour continuity of operation as required, and ensure that sufficient staff is assigned to the ESF 12/Energy Unit duty roster to maintain operation during the projected operational period.
- Review preliminary vulnerability evaluations relative to actual impact and advise the Operations Section Chief of any plan revisions that may be necessary.
- Prepare situation reports for dissemination to the Operations Section Chief through the Logistics Section Chief.
- Assess recovery phase requirements and implement as required.

All requests for ESF 12/Energy Unit support and resources will be copied to the Logistics Section Chief.

### **4.3 Recovery Phase**



The following represents a synopsis of the recovery responsibilities of the ESF 12/Energy Unit support group.

- TEC and Public Works are responsible for maintaining inventories of energy resources to include personnel, data, equipment, and vehicles.
- The Tampa Energy Plan will address policies, procedures and operations to be undertaken in the event of energy shortages. It will also provide guidance on how local government agencies can prepare for potential shortages of energy.
- Evaluate the energy needs of the City of Tampa based upon the information gathered during the response phase and any additional information gathered during the Initial Damage Assessment.
- Arrange for the transportation of fuel to meet the emergency needs of the city. The ESF 1/Transportation Unit and the ESF 7/Resource Management Unit, work closely with the ESF 12/Energy Unit on this issue.
- Coordinate with the ESF 3/Public Works and Utilities Unit for the priority repair of any infrastructure required to facilitate the movement of fuel to meet the emergency needs of the City of Tampa.
- Receive, evaluate, coordinate, and implement support and resource requests for ESF 12/Energy Unit assistance.
- Review the staffing needs for 24-hour continuity of operation with the Logistics Section Chief.
- Plan, coordinate, and implement short-term recovery operations relative to the restoration of the city electrical distribution system, other energy infrastructure, and the Hillsborough County Post Disaster Redevelopment Plan.

Other than providing and receiving information relative to damage and repair of energy distribution systems, the city does not play an assessment or repair role. Similarly, private sector gas companies are responsible for all issues relative to the supply and distribution of natural gas within the city. Once again, as a private industry, the responsibility, damage assessment and repair of private property is outside the purview of the City of Tampa, other than the supply and receipt of information.

#### **4.4 Mitigation**

During the mitigation phase, the ESF 12/Energy Unit will coordinate mitigation projects (e.g., availability of generators for emergency power).



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## EMERGENCY SUPPORT FUNCTION 13 – MILITARY SUPPORT UNIT

### **Lead Agency**

Florida National Guard (FLNG)

### **Support Agency**

MacDill Airforce Base

### **1.0 General**

#### **1.1 Introduction**

The ESF 13/Military Support Unit deals with the issue of providing military support during the response and recovery phases of a disaster.

#### **1.2 Scope**

The ESF 13/Military Support Unit will provide coordination between city and county government and the FLNG in accordance with the FLNG Operation Plan for Military Support to Civil Authorities (FLNG-MSCA).

The ESF 13/Military Support Unit will also provide coordination, maps, inspectors, and local intelligence to the Rapid Impact Assessment Teams (RIAT) in an effort to facilitate disaster impact assessments within the City of Tampa.

The FLNG may be activated in one of the following ways:

- A declaration of emergency by the governor of the State of Florida.
- A declaration of emergency by the President of the United States.
- A unilateral activation by Local FLNG Commander in response to an immediate and focused threat to the community classified as “imminent/serious.”
- Notification by the Florida Division of Emergency Management that an incident or disaster exists or is imminent that requires the available or obtainable resources of the FLNG.

#### **1.3 Purpose**

The ESF 13/Military Support Unit will coordinate and facilitate the use of the military resources of the FLNG and MacDill AirForce Base within the City of Tampa during an incident, disaster or in times of civil unrest.

Due to the specific criteria necessary for the implementation of military assistance within the City of Tampa, this section of the Comprehensive Emergency Operations Plan (CEOP) also delineates the terms and conditions under which the city may request and receive military aid.

## 1.4 Policies

### 1.4.1 FLNG

1. The FLNG will operate in conformance with Chapters 250 & 252 of the Florida Statutes and Executive Order 80-29 pursuant to a Declaration of Emergency by the Governor.
2. When a Federal Declaration of Emergency is in effect, the FLNG will also operate in conformance with: Public Law 100-707 (The Robert T. Stafford Act), 33 USC 701-709a (The Flood Control Act) and Executive Order 12148, 18 USC 1385 (Posse Comitatus Act). Limitations to the provisions of the above may be noted in 44 CFR Section 13.
3. The roles and responsibilities of the FLNG may be employed before, during, or after a declared incident or disaster and include but are not limited to the following:
  - Evacuation, transport, and re-entry.
  - Emergency infrastructure and debris clearance.
  - Maintenance of law and order within certain limitations.
  - Traffic control.
  - Search and rescue (SAR).
  - Medical treatment of victims.
  - Emergency communications.
  - Logistical support and supply of shelter, food, water, and medical supplies.
  - Provision of potable water.
  - Graves registration (in coordination with the County Medical Examiner)
  - Restoration of certain critical facilities.
4. The Posse Comitatus Act (18 USC 1385) will be applicable to all military forces deployed to a disaster within the City of Tampa. However, in the event of civil disturbance, the act does not apply to measures construed as protective, as opposed to measures taken which amount to enforcement.
5. The authority and jurisdiction of local government does not apply in the following area: If the president of the United States determines that state and local government is unable to enforce Federal Law he may, at his discretion, utilize Federal Military Forces to enforce those laws. Ref: 10 USC 332 & 3500.
6. Activities performed to protect federal facilities and any other federal property will be performed at the discretion of the military commanders.
7. The use of arms and ammunition by the FLNG is at the sole discretion of the governor and/or FLNG commanders.

### 1.4.2 MacDill Airforce Base



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MacDill Airforce Base is a federal resource and can be requested for assistance under federal orders only. MacDill has entered into an agreement with the City of Tampa pursuant to the following:

- a. Air Force Instruction 10-802, Military Support to Civil Authorities (MSCA)
- b. Air Force Instruction 32-4001, Disaster Preparedness Planning and Operations
- c. Air Force Instruction 32-2001, Fire Protection Operations and Fire Prevention Program
- d. State of Florida Management Act, Chapter 252, Part I, Florida Statutes

The MOU provides guidance and documents the agreement between MacDill Airforce Base and the City of Tampa to provide assistance to one another in the event of a disaster (natural or manmade) that overwhelms the capabilities of either party. This agreement covers response to all emergency situations to include, natural disasters, major accidents, terrorist incidents involving weapons of mass destruction (WMD), and Metropolitan Medical Response System (MMRS). It does NOT include military support for civilian law enforcement or contingency war plans. Subject to priorities established by the President or the Secretary of Defense, all MacDill resources are potentially available for MSCA.

## **2.0 Concept of Operations**

### **2.1 General**

The Incident Commander (IC), in cooperation with the ESF 13/Military Support Unit, will coordinate military support requests through Hillsborough County EOC.

### **2.2 Organization**

In the Incident Management System (ICS), the ESF 13/Military Support Unit is a function in the Operations Branch and reports through the Liaison Section within the City of Tampa EOC.

### **2.3 Direction and Control**

The IC, in cooperation with the ESF 13/Military Support Unit, will coordinate through the State Emergency Coordinating Officer, at the State of Florida EOC, to the Adjutant General's Emergency Operations Center (TAG-EOC) for any action involving the FLNG. The FLNG will provide a liaison officer to the City of Tampa EOC to coordinate all aspects of the mission assignments with the IC and the ESF 13/Military Support Unit. The Public Safety Branch Director of the City of Tampa EOC will work with them to maintain a database of names and numbers to be utilized for emergency contacts.

## **3.0 Responsibilities**

### **3.1 Preparation Phase**

#### **3.1.1 General**

The ESF 13/Military Support Unit will focus on life-saving functions required by the population in the disaster area.

The City of Tampa EOC will request National Guard support when necessary. The Governor of the State of Florida will mobilize the FLNG upon the issuance of an Executive Order.

#### **3.1.2 MacDill Ariforce Base**

- Any major area-wide disaster will affect the City of Tampa and MacDill Airforce Base. Each party will prioritize its needs and the utilization of available resources. The level of assistance provided to either party will be determined by resources available and the extent to which the supplier is affected by the disaster. The level of assistance will comply with all applicable regulations.
- Although both parties commit to providing maximum assistance to the other, each party's primary mission may take precedence over assistance to the other.
- Military assistance will be limited to that level of effort authorized and outlined under the PROCEDURES section of the agreement.
- MacDill Airforce Base will automatically respond to assist civil authorities any time an incident occurs that involves military resources.
- When either party responds to a request for assistance, the party of whom assistance is requested may petition reimbursement for funds expended. Whether such request for reimbursement is granted shall be within the sole discretion of the party of whom the request is made.

### **3.2 Response Phase**

#### **3.2.1 FLNG**

- The FLNGs basic mission assignment will be to provide those resources necessary to support the City of Tampa in areas of need.
- The ESF 13/Military Support Unit will convert the request into the form of a mission assignment and forward to the Hillsborough County ESF 13/Military Support Unit, who, in turn, will submit the mission request to the State EOC for action.
- In catastrophic disasters, the Governor may, at his/her discretion, request assistance from the Department of Defense. In this instance, the State Adjutant General and/or his designee will provide the liaison between State and Federal Military Force Command.

#### **3.2.2 MacDill Airforce Base**

- Primary contact is the MacDill Command Post. Requests for disaster assistance from the City of Tampa must come from either the Mayor of Tampa, the Director of Public Works, Tampa Office of Emergency Management (OEM), Tampa EOC, Tampa Fire Chief, Tampa Police Chief, or their duly appointed representative
- If “**Imminently Serious Conditions**” exist, the base may respond immediately to assist in saving lives, prevent human suffering, or mitigate great property damage. Tampa can request immediate support directly from the base by contacting the MacDill Command Post, Fire Department, Security Forces, or Medical Group.
- If “**Imminently Serious Conditions**” DO NOT apply:
  1. The City of Tampa must first exhaust its available resources and request assistance from the county, state, and Federal Government. Air Force resources can only be provided when response or recovery requirements are beyond the capabilities of civil authorities (as determined by the Federal Emergency Management Agency [FEMA] or another lead Federal agency for emergency response).
  2. Military forces deployed in MSCA activities remain under military command and control at all times.

### **3.3 Recovery Phase**

#### **3.3.1 General**

The ESF 13/Military Support Unit may be requested to participate in certain emergency activities during the recovery phase of a disaster, such as logistical operations and restoration of critical infrastructure.

#### **3.3.2 MacDill Airforce Base**

During the recovery phase, Mac Dill Airforce Base may provide coordination and support with all ESFs and the FLNG in the execution of the following functions:

- Emergency restoration of essential public services (including fire-fighting, water, communications, transportation, power, and fuel).
- Emergency clearance of debris, rubble, and explosive ordnance from public facilities and other areas to permit rescue or movement of people and restoration of essential services.
- Recovery, identification, registration, and disposal of the deceased.
- Identifying, monitoring, and decontaminating radiological, chemical and biological effects; controlling contaminated areas; and reporting through national warning and hazard control systems.
- Roadway movement control and planning.
- Safeguarding, collecting, and distributing food, essential supplies, and material on the basis of priorities.



- Damage assessment (including aerial reconnaissance, as appropriate).
- Interim emergency communications.
- Facilitating the reestablishment of civil government functions
- Other services required during an emergency situation not specifically prohibited by directives.



## EMERGENCY SUPPORT FUNCTION 14 – PUBLIC INFORMATION UNIT

### **Lead Agencies**

Office of Public Affairs  
Tampa Fire Rescue (TFR)

### **Support Agencies**

All Department Public Information Officers

## **1.0 General**

### **1.1 Introduction**

The purpose of the ESF 14/Public Information Unit is to establish a mechanism that efficiently provides and disseminates vital information to the public in the event or threat of a major or catastrophic emergency.

#### **1.1.1 EOC Staff Function:**

1. Track and provide accurate information in order to prepare advisories/releases/statements before, during and after a disaster to save lives, minimize damage and allow for the dissemination of information to people needing assistance.
2. Maintain/establish public confidence in the city's ability to manage a disastrous event.

#### **1.1.2 PIO Function (after emergency):**

1. Interface with the local media. Schedule and provide periodic news briefings and serve as reliable source of information for your respective department.
2. Reduce public stress and instill confidence in the public that the City is in control of the situation and able to facilitate appropriate response activities.

## **1.2 Scope**

The scope of information to be provided to the public before, during and after a major catastrophic emergency includes the following:

- Specific protective actions to be taken in response to an emergency or threat.
- The status of emergency conditions and operations within the affected area(s).
- Availability of shelter and emergency services.
- Measures to be taken for public health and welfare.
- Information concerning specific emergencies, their associated threats, and protective actions to the news media and general public.
- Identification of a central point of contact that will allow the news media and general public to access information.
- Format for managing and staffing public information telephone lines before, during and after a disaster.

- Public information concerning needed volunteer goods and services.
- The Public Information procedures, to include those for Joint Information Centers (JICs) and the Joint Information System shall remain flexible and have the ability to expand and contract as the situation warrants.

### **1.3 Purpose**

The purpose of the ESF 14/Public Information Unit is to disseminate immediate emergency information concerning disasters to the residents the City of Tampa in order to save lives, reduce property damage, and to provide a central point of contact for the media to release accurate information on a timely manner.

### **1.4 Policies**

- The Mayor, and the Lead PIO are the only official spokespersons for the City of Tampa who are authorized to release information to the media when the Emergency Operations Center (EOC) is activated.
- All public information will be coordinated and approved by concerned agencies and departments and released by one of these individuals.
- The Lead PIO will be responsible for the coordination of all public information.
- All information will be coordinated and approved by concerned agencies and departments and released by one of these persons. The appropriate officials will approve information requiring the approval of other city departments.

## **2.0 Concept of Operations**

### **2.1 General**

- PIOs/Public Relations Coordinators - The responsibilities of these positions are directed by their department directors. Prior to any direct communication with media please contact the Public Affairs Director.
- The Emergency Manager and/or the EOC Supervisor will coordinate all news releases through the Office of Public Affairs.
- Depending on the nature or expanse of the emergency, a JIC may need to be set up.
- ESF 14/Public Information Unit PIOs will monitor residents' concerns and recommend press release items through coordination with the Citizen Information Line and Emergency Call Center at the EOC.

### **2.2 Organization**

In the Incident Command System (ICS), the ESF 14/Public Information Unit is a staff function for the Executive Policy Group (EPG), as well as a Command Group element within the City of Tampa EOC.

#### **2.2.1 EOC Staff**

Each department director with a PIO function will designate staff to serve as the technical resource for the ESF 14/Public Information Unit positions.



## **2.2.2 PIO**

The ESF 14/Public Information Unit will serve as the PIO for their respective department only when authorized by the Public Affairs Director.

## **2.3 Direction and Control**

The following steps will be carried out when preparing the release of information to the public:

- 1.** The Public Affairs Director provides primary interface with decision-makers and Incident Commander (IC) to approve the release of emergency information.
- 2.** Once the IC approves the release, he or she will sign the release and the ESF 14/Public Information Unit PIO will execute delivery of the release.

## **2.4 ESF 14/Public Information Unit Interface**

Interface with the ESF 14/Public Information Unit is accomplished through the appropriate spokespersons for each of the agencies involved in the activation of the EOC. Research of media questions and the efforts to issue emergency information requires the free access of the PIO staff to all EOC agency representatives.

# **3.0 Responsibilities**

## **3.1 Preparedness Phase**

### **3.1.1 Office of Emergency Management (OEM)**

The OEM will in coordination with Public Affairs Director is responsible for the following:

- 1.** Issue public information statements, as applicable, until TFR fully assumes the ESF 14/Public Information Unit functions.
- 2.** Insure communications system described in the EOC Standard Operating Guidelines (SOGs) performs properly.
- 3.** Activate the City lead PIO as part of the EOC core staff.
- 4.** Maintain public information on the City's emergency web site by providing media releases to the EOC website manager.
- 5.** Advise the public to protect lives and property prior to the onset of natural or technological disasters.

### **3.1.2 TFR**

TFR will in coordination with the Public Affairs Director:

- 1.** Designate and train City employees to serve as members of the PIO Team at national and state PIO standards. At least one member per twelve-hour EOC shift.

2. Contact all local media outlets to advise them of City EOC status.
3. Verify operability of all PIO communication systems.
4. Advise cancellation of public social events.
5. Prepare public information statements, as applicable.
6. Maintain and update the resource inventory listing for public information in ETeam.

### **3.2 Response Phase**

As one of the lead agencies for the ESF 14/Public Information Unit TFR will accomplish the following during the response phase:

1. Communicate press releases with the Hillsborough County EOC, as necessary.
2. Prepare public information statements announcing cessation of local evacuation for city residents.
3. Prepare weather-related public information announcements, as necessary. Issue emergency information reports via the Media Alert system.
4. Prepare an area near the EOC for a JIC.
5. Monitor media statements and provide rumor control by correcting incorrect or misleading information.
6. Determine the need for and activate, when necessary the Citizen Information Line.
7. Determine the need to provide additional emergency information center operators.
8. Work with the Public Affairs Director to ensure that the City is well represented via multiple media releases and direct coordination with local media outlets.
9. Coordinate with County PIOs and participate in the JIC Operations.
10. Interface with City and County ESF 8/Health and Medical Unit, ESF 9/Search and Rescue (SAR) Unit and ESF 16/Law Enforcement and Security Unit regarding casualties and fatalities. Ensure that direct notification has been made by the Medical Examiner or a member of law enforcement before names are released to the media.
11. Prepare public information announcements on behalf of the City in a timely fashion.

### **3.3 Recovery Phase**

#### **3.3.1 OEM**

The OEM will assist with the establishment of the Disaster Recovery Information Center.

#### **3.3.2 Park and Recreation Department**

The Parks and Recreation Department will assist with providing suitable facilities to support Disaster Recovery Information Center(s).

#### **3.3.3 TFR**



Tampa Fire Rescue will in coordination with the Public Affairs Director:

1. Determine the best means to maintain the information flow with governmental entities as well as Tampa's residents during the recovery phase.
2. Interface with Logistics, Services Branch Recovery Operations to set up information exchange for Disaster Recovery Information Centers.
3. Provide public information to local media outlets. State and Federal assistance activities will be prepared and disseminated through the JIC.



## EMERGENCY SUPPORT FUNCTION 15 – VOLUNTEERS AND DONATIONS UNIT

### Lead Agencies

Great Tampa Community Emergency Response Team (GT-CERT)  
Office of Emergency Management (OEM)  
United Way of Tampa Bay

### Support Agencies

American Red Cross  
Radio Amateur Civil Emergency Service (RACES)  
Neighborhood and Community Relations  
Salvation Army

### Memorandums of Understanding (MOUs)

Tampa Bay REACT

## 1.0 General

### 1.1 Introduction

The ESF 15/Volunteers and Donations Unit coordinates volunteer services and donated goods during a disaster.

### 1.2 Scope

- The ESF 15/Volunteers and Donations Unit may become operational when the City of Tampa Emergency Operations Center (EOC) activates in response to a major emergency, disaster or planned event.
- The ESF 15/Volunteers and Donation Unit manages all incoming spontaneous and know your role volunteers, and donations, as well as requests for volunteers and donations.
- All personnel, technology, equipment, facilities, goods, services, and cash received through donations from the community will be made available to support the response and recovery efforts of local government and private not-for-profit agencies.

### 1.3 Purpose

It is likely that in the event of a catastrophic disaster, well-intentioned unsolicited volunteers and donations will arrive in the City of Tampa. In order to effectively manage the receipt of solicited and unsolicited volunteers and donated goods, it is necessary to have a coordinating entity to facilitate the receipt of spontaneous and affiliated volunteers, and to coordinate the use of volunteers. In some instances, it may even be necessary to recruit and train volunteers from within the city.

### 1.4 Policies



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The ESF 15/Volunteers and Donations Unit will be activated in the event of an major emergency, disaster or planned event to accomplish the following:

- Provide a central location for the local, county, state, and federal community to offer donations and services to aid in the relief and recovery efforts.
- Serve as an additional source of goods and services to support the response and recovery efforts.
- Create an organized system for receiving, routing, and dispensing affiliated and spontaneous donations of goods and services.
- Develop and maintain a computer based record keeping system for donations and volunteers.

## **2.0 Concepts of Operation**

### **2.1 General**

The ESF 15/Volunteers and Donations Unit will manage the receipt and deployment of volunteers and donations during a major emergency, disaster or planned event, until such time as State of Florida recovery operations go into effect.

### **2.2 Organization**

The ESF 15/Volunteers and Donations Unit is an ESF within the Logistics Section. Agencies that comprise the ESF 15/Volunteers and Donations Unit report directly to the Logistics Section Chief. The Logistics Section Chief will coordinate with the Hillsborough County ESF 15/Volunteers and Donations Unit, and other appropriate outside agencies to provide directions and information for volunteers and drivers/organizations bringing donations into the City of Tampa.

GT-CERT, OEM and the United Way, as lead agencies for the ESF 15/Volunteers and Donations Unit, are responsible for the operations of the activities of the volunteers and donations section to include but not limited to:

- Coordination of solicited and unsolicited volunteers;
- Coordination of the distribution of solicited and unsolicited donated goods.
- Staffing the ESF 15/Volunteers and Donations Unit position at the EOC.

Support agencies are tasked with specific roles within the ESF 15/Volunteers and Donations Unit based on their areas of expertise. The ESF 15/Volunteers and Donations Unit support agencies must appoint representatives who can work with the lead agency to develop and implement ESF 15/Volunteers and Donations Unit plans. These representatives will have the authority to make decisions on behalf of their respective agencies.

### **2.3 Direction and Control**



The Logistics Section Chief and the ESF 15/Volunteers and Donations Unit lead agency work cooperatively in creating and maintaining databases of names and numbers to be utilized for emergency contacts.

The Logistics Section Chief is responsible for notifying the ESF 15/Volunteers and Donations Unit of any pending incident or emergency and the location where the support agency personnel need to report in the event that the ESF 15/Volunteers and Donations Unit plan is activated.

The ESF 15/Volunteers and Donations Unit will contact the Hillsborough County EOC to determine if a volunteers and donations phone bank has been established.

The ESF 15/Volunteers and Donations Unit will prepare periodic situation reports and submit them to the Logistics Section Chief

## **3.0 Responsibilities**

### **3.1 Preparation Phase**

During the preliminary phases of a major emergency, disaster or planned event, the ESF 15/Volunteers and Donations Unit lead and support agencies must accomplish the following tasks:

1. ESF 15/Volunteers and Donations Unit agencies will gather donations and volunteer resource availability lists.
2. Receive requests for donations and volunteers through the ESF 7/Resource Management Unit.
3. Contact entities with which agreements are in place for donations and/or volunteers to assess their current availability.

### **3.2 Response Phase**

Once activated, the ESF 15/Volunteers and Donations Unit will carry out their responsibilities as they pertain to volunteers and donations management:

#### **3.2.1 Volunteer Services**

Individuals who wish to volunteer their services are encouraged to contact a local disaster relief organization through public information campaigns. The ESF 15/Volunteers and Donations Unit will conduct training and orientation programs for volunteers.

#### **3.2.2 Determination of resources and services needed to support the relief efforts**

- In consultation with the EOC General Staff, the ESF 7/Resource Management Unit will make the initial identification of resource needs and will establish which needs are of the highest priority.

- The ESF 7/Resource Management Unit and the General Staff will prioritize the needs of the affected area(s) by evaluating information from a variety of sources. These sources include: damage assessment teams, reports from the Rapid Impact Assessment Teams (RIAT), reports from all other field units (i.e. Police, Fire, TECO, and disaster response agencies), and reports from the general public.
- The ESF 7/Resource Management Unit and Logistics Section Chief will refer needs that cannot be met through existing local resource inventories to the ESF 15/Volunteers and Donations Unit, when appropriate.
- The ESF 15/Volunteers and Donations Unit will receive and evaluate incoming resource requests for possible donation or volunteer support.
- The ESF 15/Volunteers and Donations Unit will prioritize incoming requests so that the most vital needs are given primary attention. Needs affecting the life, safety, and health of the general public will be given the highest priority.
- Requests without existing donation offers will be placed on a Donations List.

### **3.2.3 Distribution of goods and volunteers to appropriate destinations**

Donors of goods and services not assigned a destination for their offer will be asked to provide all the pertinent information regarding their donation. In addition:

- The ESF 15/Volunteers and Donations Unit may need to coordinate with the state of Florida.
- In situations where the donation is a high priority item, the potential donor can deliver the goods to the donations warehouse site for storage or to a distribution site.
- Goods at the donations warehouse sites are sorted, packaged, stored, and when appropriate, delivered to a designated distribution site as directed by either the ESF 15/Volunteers and Donations Unit or the ESF 7/Resource Management Unit.

### **3.2.4 Operation of Donations Warehouses and Distribution Sites**

The donation warehouse sites are large facilities used to store, inventory, sort, package, and prepare for the distribution of large volumes of donated goods. The donations warehouse sites should be large warehouse facilities with loading docks that have paved parking and turn-around areas, security fencing, and are preferably located near a major highway, airport, seaport or rail line.

The Distribution Sites are smaller locations strategically located throughout the impacted disaster areas. Once packaged, resources are transported from the donations warehouse sites to the distribution sites where the resources are



most needed. Once properly packaged and authorized through the City of Tampa EOC, resources can also be directly transported to distribution sites.

Distribution sites are the locations where disaster victims and relief and recovery agencies can pick-up needed resources. City, county or private disaster relief agencies may operate them in certain instances. The number of sites will vary based on the extent of damage in the impacted areas.

When managing volunteer reception centers and overseeing donations warehouse sites, the Volunteers and Donations Agency carries out the following functions:

1. Determination of resources and services needed to support the response operations.
2. Categorization of donations and volunteers.
3. Matching needs with donors.
4. Distribution of goods and volunteers to appropriate destinations.

### **3.3 Recovery Phase**

Once the emergency situation subsides and critical needs have been met, the ESF 15/Volunteers and Donations Unit completes the following activities:

1. Coordinate with the Public Information Officer (PIO) to advise the public to contact specific disaster relief organizations if they wish to make additional donations or volunteer.
2. Work with the ESF 7/Resource Management Unit to arrange for the relocation of excess donated goods to charitable organizations.
3. Prepare comprehensive reports on the amount and type of goods and services, donated items utilized and specific information on surplus items.

### **3.4 Department Specific Information: GT- CERT**

#### **3.4.1 General**

The GT-CERT is a not for profit organization which provides emergency volunteer support to City of Tampa, OEM, Tampa Fire Rescue (TFR), Tampa Police Department (TPD) and other agencies. GT-CERT members use their basic CERT training as well as additional advanced training to supplement community emergency services during a major emergency, disaster or planned event. GT-CERT may be called upon to assist with the following:

- Backup Communications
- Staffing Volunteer Reception Centers / volunteer training and management
- Staffing / management of Points of Distribution



- Assist with Re-entry operations
- Assist with Mass Causality operations
- Other activities as necessary

### **3.4.2 GT-CERT Activation**

Requests for GT-CERT activation may come from City of Tampa, OEM, TFR, TPD and other agencies. GT-CERT leadership will provide notification of activation through established communications protocols. Communications are disseminated from GT-CERT leadership to Team Leaders/Alt Team Leaders and then to the general membership using the following:

- Phone tree communications,
- email,
- Website postings,
- Amateur radio communications and
- Meeting at pre-established staging areas.



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## **EMERGENCY SUPPORT FUNCTION 16 – LAW ENFORCEMENT AND SECURITY UNIT**

### **LEAD AGENCY**

Tampa Police Department (TPD)

### **SUPPORT AGENCIES**

City of Tampa Administration  
City of Tampa Departments  
Hillsborough County Sheriff's Office  
Other County and City Agencies, as applicable  
State and Federal Agencies, as applicable

### **MUTUAL AID AGREEMENTS**

Citrus County Sheriff's Office  
Daytona Beach Department of Public Safety  
Hernando County Sheriff's Office  
Hillsborough County Sheriff's Office  
Hillsborough River Enforcement Task Force (Multi-Agency)  
Lakeland Police Department  
Mac Dill Air Force Base (AFB)  
Manatee County Sheriff's Office  
Pasco County Sheriff's Office  
Pinellas County Sheriff's Office  
Plant City Police Department  
Polk County Sheriff's Office  
Port Security (Multi-Agency)  
Raymond James Stadium  
Seminole Tribe (Pending)  
St. Joseph Hospital  
St. Petersburg Police Department  
State Fire Marshal (Bomb Squad)  
Veterans Administration Police (Tampa)  
Tarpon Springs Police Department  
Temple Terrace Police Department  
University of South Florida (USF) Police Department  
US Coast Guard (Homeland Security)

**Note:** An updated list and copies of Memorandums of Understanding (MOU's) are contained at K:\LEGAL\Agreements (Current) within the City of Tampa Network

### **1.0 General**



## **1.1 Introduction**

The purpose of the ESF 16/Law Enforcement and Security Unit is to provide and coordinate the human, technical, equipment, facility, materials, and resources of, or obtainable by, ESF 16/Law Enforcement and Security Unit agencies to support the security needs of the City of Tampa during an Emergency Operations Center (EOC) activation. The ESF 16/Law Enforcement and Security Unit is responsible for coordinating traffic, crowd control, shelter security, curfew enforcement, and the protection of critical facilities.

## **1.2 Scope**

The law enforcement and security resources of the primary and support agencies listed under the ESF 16/Law Enforcement and Security Unit are utilized under any level of activation of the City of Tampa EOC.

The available resources of the ESF 16/Law Enforcement and Security Unit include personnel, facilities, equipment, vehicles, and supplies. A list of available resources inventory is located at the headquarters of each of the support agencies.

## **1.3 Purpose**

The purpose of the ESF 16/Law Enforcement ad Security Unit is to coordinate and direct all law enforcement and security tasks in support of the prevention, preparedness, response and recovery phases of a potential or actual disaster event.

## **1.4 Policies**

The available and obtainable resources of the ESF 16/Law Enforcement and Security Unit are deployed in the event of an incident or disaster to achieve the following:

- Coordinate and direct all law enforcement and security tasks in support of the prevention, preparedness, response and recovery phases of a potential or actual disaster event.
- The use plain language communication is required in accordance with national Incident Management System (NIMS) guidelines.
- Maintain law enforcement and security in areas evacuated in the aftermath of disasters.
- Provide traffic control as needed in impacted areas.
- Ensure that communities have adequate protection prior to re-population of a community.
- Escort supplies, equipment, and VIPs into impacted areas.
- Patrol areas to enforce local curfews as needed.

## **2.0 Concept of Operations**

### **2.1 General**



The TPD will operate under its specific general orders to ensure the availability of needed personnel and equipment. Should the ESF 16/Law Enforcement and Security Unit exhaust its resources, additional resources will be requested through the ESF 7/Resource Management Unit in the City of Tampa EOC.

- As the lead agency for the ESF 16/Law Enforcement and Security Unit, TPD will assign designated personnel to the City of Tampa EOC during an incident, emergency, or disaster to coordinate all law enforcement activities throughout the City of Tampa.
- The Operations Section Chief will notify all ESF 16/Law Enforcement and Security Unit support agencies with information regarding the time and location to report for activation.
- In conjunction with the Operations Section Chief, the ESF 16/Law Enforcement and Security Unit shall review, prioritize, and develop plans to mitigate incidents or concerns.

## **2.2 Organization**

- The ESF 16/Law Enforcement and Security Unit operates within the Public Safety Branch.
- Each ESF 16/Law Enforcement and Security Unit support agency is required to establish and maintain a database of available resources that may be required for a disaster.
- Designated ESF 16/Law Enforcement and Security Unit personnel must have the delegated authority of their agency to commit and procure resources as needed or be capable of communicating directly with such person with said authority.

## **2.3 Direction and Control**

The procedures for receiving, evaluating, prioritizing, and dispatching law enforcement resource requests are as follows:

- The ESF 16/Law Enforcement and Security Unit receives the resource request from the Public Safety Branch Director.
- The ESF 16/Law Enforcement and Security Unit prioritizes the requests, based upon urgency and available resources.
- The ESF 16/Law Enforcement and Security Unit lead agency will then advise, in writing, an estimated completion time and provide this to the Operations Section Chief.
- If the resource request exceeds available resources, a request is made to the ESF 7/Resource Management Unit.

The ESF 16/Law Enforcement and Security Unit shall maintain an inventory of available and obtainable resources, including vehicles, equipment, materials, and personnel. Due to the fact that there are multiple police departments represented under the ESF 16/Law Enforcement and Security Unit, it is difficult to maintain a



comprehensive inventory of equipment and manpower available in response to an incident or disaster. Each agency will be responsible for the positioning, logistics, and management of its individual resource inventory. A request may be made for each agency's available inventory.

### **2.3.1 Available Resources**

Lists of available resources include:

1. TPD List (InfoBase employee profile database)
2. E-Sponder Planning Tool (<https://www.esponder.tampagov.net>)
3. RAC (Formerly Site Profiler) (<https://rac.dsbox.com/Tampa>)
4. Tampa Police Department Hurricane Plan (K:\Hurricane Plan\HURROPS 2010)

### **2.3.2 Responsibilities**

The responsibilities of the ESF 16/Law Enforcement and Security Unit are commensurate with the tasks associated with prevention, mitigation, preparedness, response and recovery.

#### **2.3.2.1 Preparedness**

- a) Perform critical infrastructure risk analysis to decrease or deter potential threats/disasters.
- b) Ensure personnel and equipment is maintained at a high level of readiness through regular training and exercises.

#### **2.3.2.2 Prevention**

- a) Identify critical infrastructure.
- b) Work effectively with the private sector to protect high-risk targets.
- c) Identify precursor crimes for terrorism.
- d) Use crime prevention techniques to deter terrorists.

#### **2.3.2.3 Response**

The ESF 16/Law Enforcement and Security Unit will allocate its resources appropriately so as to sustain normal law enforcement functions and respond to the planned event, threat or disaster in an efficient, well coordinated manner.

#### **2.3.2.4 Recovery**

The ESF 16/Law Enforcement and Security Unit will properly utilize personnel and equipment to contain, control and eliminate any threat or disaster through the point of demobilization.

### **2.4 Intra and Inter departmental methods of communication**

The primary communication system within the TPD will be via the Tampa Police Radio System for all emergencies. Assigned frequencies will be designated by the Commander of the Criminal Investigations Division.

In the event of a catastrophic emergency which causes the overload or failure of the Police Radio System the secondary communications system will be via Radios Amateur Civil Emergency Service (RACES). RACES are a protocol created by the



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Federal Emergency Management Agency (FEMA) and the Federal Communications Commission (FCC). The TPD uses volunteers using the RACES protocol. The volunteers serve their respective jurisdictions pursuant to guidelines and mandates established by local emergency management officials. All Key Facilities except One Police Center are equipped with an Amateur Radio System. Certain designated police officers will be used in key locations within the shortage, and will be coordinated through the Hillsborough County EOC.

Additionally there are a limited number of Satellite Phones. The Criminal Intelligence Bureau controls all the Satellite Phones, these phones supplement the command and control elements.

## 2.5 Key Facilities

Key facilities for emergency or planned law enforcement activities include:

- **Raymond James Stadium 4202 N. Dale Mabry Highway Tampa FL 33607-** Operations for the Special Services Division and key response teams within TPD. Additionally Raymond James Stadium will be used for the storage (safe haven) for Aircraft, Marine Boats, and Special Purpose Vehicles, needed to deploy immediately following a disaster.
- **District One 3818 W. Tampa Bay Blvd Tampa FL 33614** – Operations for calls of service within the District One area of responsibility. The District One Division serves Tampa's peninsula, west side, and Davis Islands.
- **District Two 9303 N. 30<sup>th</sup> Street Tampa FL 33612** – Operations for calls of service within the District Two area of responsibility. The District Two Division serves Tampa's northern portion of the City.
- **District Three 3808 North 22nd Street Tampa, FL 33610** – Operations for calls of service within the District Three area of responsibility. The District Three Division serves East Tampa, the Ybor City area and the Port of Tampa.
- **One Police Center 411 N. Franklin Street Tampa FL 33602** – Command Elements, Special Services Division and Criminal Investigations Division that oversees all long term, latent investigations are located at One Police Center. One Police Center will be evacuated during a Hurricane event.
- **Police/Fire Communications Center 2920 East Henry Avenue Tampa, FL 33610** - The Communications Bureau is central to police function. Every call for police service must be received, recorded, dispatched and concluded by this area.
- **Additional buildings outlined in the City Of Tampa/TPD Continuity of Operations Plan (COOP) (K:\COOP 2010)**

## 2.6 Disaster Preparedness, Response and Recovery Initiatives

Other preparedness response and recovery initiatives include:



- City of Tampa “Divisions” Response with TFR, Tampa Electric Company (TECO), Public Works (PW) and TPD. (Prevention, Response and Recovery)
- SIMU- (Planning)
- BOMB Team Operations (Response and Recovery)
- SWAT Team Operations (Response and Recovery)
- Forensic Investigations (Recovery)
- Marine Patrol/Dive Team (Response and Recovery on water)
- Aviation Unit (Prevention, Response and Recovery)
- Mounted Unit (Prevention and Recovery)
- K-9 Unit (Response and Recovery)
- Reserve Force (Prevention, Response and Recovery)
- Critical Incident Stress Management (CISM), (Recovery)



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## EMERGENCY SUPPORT FUNCTION 17/ANIMAL PROTECTION UNIT

### **Lead Agency**

Hillsborough County Animal Services

### **Support Agencies**

Humane Society of Tampa Bay  
Veterinary Association

### **Mutual Aid Agencies**

Humane Society of Tampa Bay  
Disaster Animal Response Team (DART)  
Humane Society of the United States (HSUS)

## **1.0 General**

### **1.1 Introduction**

The ESF 17/Animal Protection Unit is responsible for the acquisition of resources and the coordination of efforts to ensure the safety and well-being of all animals, large or small, domestic or exotic, household or commercial before, during, and after a disaster.

### **1.2 Scope**

- The ESF 17/Animal Protection Unit may become operational during any incident or disaster requiring Emergency Operations Center (EOC) activation.
- The available and obtainable resources of the ESF 17/Animal Protection Unit include personnel, technology, equipment, and supplies obtainable from contractors, vendors, related agencies of federal, state, county and local governments, as well as private associations or groups.

### **1.3 Purpose**

The ESF 17/Animal Protection Unit is charged with providing for the safety, preventing or reducing the suffering of, and assuring the care of all animals. This includes household pets, commercial livestock, poultry, fish, exhibition (racing animals), zoo animals and laboratory and research animals. Further responsibilities include but are not limited to the following:

- Food, Water, and Shelter
- Search and rescue (SAR)
- Emergency and non-emergency medical care
- Diagnosis, prevention, and control of disease
- Elimination of parasitic infestation
- Control and care of stray, lost, or abandoned animals

- Security and quarantine
- Capture and control of escaped exotic animals
- Adoption of abandoned animals
- Reunification of lost animals with owners

#### **1.4 Policies**

The ESF 17/Animal Protection Unit operates in accordance with the following guidelines:

- Hillsborough County Animal Services Department serves as the lead agency for the ESF 17/Animal Protection Unit
- The ESF 17/Animal Protection Unit falls within the Public Safety Branch and reports to the Public Safety Branch Director.
- The ESF 17/Animal Protection Unit will coordinate with other ESFs for the provision of goods and services.

### **2.0 Concept of Operations**

#### **2.1 Organization**

- The ESF 17/Animal Protection Unit coordinates its activities through the Public Safety Branch Director in the EOC and with the Hillsborough County ESF 17/Animal Protection Unit operation.
- The ESF 17/Animal Protection Unit support agencies are tasked with specific roles based on their areas of expertise.

#### **2.2 Notification and Alert**

- The Public Safety Branch Director and the ESF 17/Animal Protection Unit lead agency will work cooperatively in creating and maintaining a database of names and numbers to be utilized for emergency contacts.
- The Public Safety Branch Director will be responsible for the activation and notification of the ESF 17/Animal Protection Unit regarding any pending incident or emergency at the discretion of the Operations Section Manager.
- If prior warning is available, the support agencies will alert their individual suppliers of goods and services of their potential requirements.

#### **2.3 ESF-17 Interface**

The ESF 17/Animal Protection Unit may communicate directly with any of the ESFs. All requests for resources are submitted through the Public Safety Branch Director.

### **3.0 Responsibilities**

#### **3.1 Lead Agency**



The overall administration of the ESF 17/Animal Protection Unit team is the responsibility of the ESF 17/Animal Protection Unit lead agency, whose duties will include:

- Developing and maintaining a roster of support agencies and their respective EOC representatives.
- Working with support agencies to ensure adequate staff for 24-hour operations at the City of Tampa EOC.
- Overseeing the implementation of all aspects of the ESF 17/Animal Protection Unit plan in times of an emergency.
- Compiling status reports and providing them to the Public Safety Branch Director.

### **3.2 Support Agencies**

It is the responsibility of the ESF 17/Animal Protection Unit support agencies to:

- Review, assess, and respond to incoming resource requests received from other ESFs.
- Assess related ESF 17/Animal Protection Unit problems and develop corrective actions.
- Assist in preparing and submitting periodic situation reports.

All ESF-17 personnel are given the authority to commit and procure available and obtainable resources without requiring additional agency approval. These representatives have the authority to make decisions on behalf of their respective agencies.

### **3.3 Preparation Phase**

During the preliminary phases, prior to the onset of an incident or disaster, a number of preparatory tasks must be accomplished. These tasks include:

- Contact suppliers of goods and services to ensure that appropriate arrangements have been made to provide essential resources during and after an incident or disaster.
- Compile or update a resource list from representative agencies.
- Identify shelter locations and private facilities available to house domestic animals during the incident or disaster.
- Perform a preliminary needs assessment.

### **3.4 Response Phase**

Once the ESF 17/Animal Protection Unit is activated, the following concerns will be addressed:

- Needs determination
- Resource location and acquisition

- Distribution of Resources

### **3.4.1 Needs Determination**

Although there is no mechanism to accurately determine the number and types of animals currently located in the City of Tampa, the ESF 17/Animal Protection Unit will work closely with the Damage Assessment teams to determine animal protection needs within the city by:

1. Anticipating animal needs based upon projected severity of the incident or disaster.
2. Prioritizing resource requests to ensure that each resource request meets the criteria for action by the ESF 17/Animal Protection Unit.

### **3.4.2 Resource location and acquisition**

After the needs are identified, the personnel, supplies, equipment, facilities, and technology, required to accommodate those needs will be located and acquired.

When a resource is determined to be unobtainable by the ESF 17/Animal Protection Unit, the group will communicate with other ESFs to locate the resource. If the resource is still determined to be unobtainable, The ESF 17/Animal Protection Unit will request the assistance of the ESF 7/Resource Management Unit.

### **3.4.3 Distribution of Resources**

Once a resource has been acquired, it is the responsibility of the ESF 17/Animal Protection Unit to coordinate the distribution of the resource in the most efficient and timely manner. In many cases the distribution of a resource will require the assistance and cooperation of other ESFs. The distribution of resources will be accomplished in the following manner:

1. Ensure that the appropriate animal shelters and facilities are operational.
2. Notify checkpoints and animal facilities of the anticipated arrival time of the resource.
3. Coordinate with the ESF 16/Law Enforcement and Security Unit to provide traffic control for the routing of resources, when required.
4. Coordinate with the ESF 3/Public Works and Utilities Unit to confirm that the anticipated routes are passable.
5. Track each resource from its source to its final destination.

## **3.5 Recovery and Deactivation Phases**

Once the emergency situation subsides and the critical needs have been met, the Public Safety Branch Director and the ESF 17/Animal Protection Unit lead agency representative will coordinate following activities:



- 
- Contact all recipients of loaned equipment and supplies and verify that arrangements have been made to return those items.
  - Close animal shelters and facilities as required.
  - Deactivate the volunteer staff as required.
  - Compose and send thank-you letters to donors and volunteers.

### **3.6 Non-Emergency Activities**

The Public Safety Branch Director is responsible for ensuring the attendance and participation of ESF 17/Animal Protection Unit personnel in planning meetings, conferences, training sessions, and exercises.

The ESF 17/Animal Protection Unit lead agency and the Public Safety Branch Director will review and revise, as necessary, the ESF 17/Animal Protection Unit section of the City of Tampa Comprehensive Emergency Operations Plan (CEOP) and the associated Standard Operating Procedure (SOP).

The ESF 17/Animal Protection Unit recruits a variety of businesses, organizations, and local veterinarians within the local community to enter into agreements regarding the donation and use of resources during times of emergency.



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## EMERGENCY SUPPORT FUNCTION 18/BUSINESS AND INDUSTRY UNIT

### **Lead Agencies**

Economic and Urban Development  
Tampa Police Department (TPD)

### **Support Agencies**

Tampa Chamber of Commerce  
Hillsborough County Economic Development  
Tampa Office of Emergency Management (OEM)  
Growth Management and Development Services

### **Memoranda of Understanding (MOU) (actual or anticipated) Agencies**

Tampa Chamber of Commerce  
Temple Terrace Chamber of Commerce

## **1.0 General**

### **1.1 Introduction**

Assessment of the extent and magnitude of a disaster on the business and industrial sector of the City of Tampa is accomplished through the ESF 18/Business and Industry Unit and the ESF 19/Damage Assessment Unit. The ESF 18/Business and Industry Unit will serve as the lead agency to access business and industry in the affected area. The ESF 18/Business and Industry Unit will also conduct, in coordination with the ESF 19/Damage Assessment Unit, an initial and preliminary damage assessment.

### **1.2 Purpose**

The purpose of this ESF is to provide timely information to the business community and coordinate activities relating to business resumption without the disruption or compromise of any city activities relating to life safety issues. In addition, the pace and success of post-disaster recovery will be determined by how well Tampa attracts, effectively utilizes, and sustains the flow of investment capital from a multitude of sources throughout the rebuilding period.

### **1.3 Policies**

In the immediate aftermath of an emergency event, local government officials will conduct Search and Rescue (SAR) efforts. Business owners should coordinate access through the ESF 18/Business and Industry Unit.

- It is important that the business and industrial community reestablish normalcy as soon as possible in order to deliver goods and services to the population and to return the workforce to employment.

- It is assumed that some business may sustain substantial damage or destruction while others may sustain minimal or no destruction.
- There will be areas in which a law enforcement perimeter will be established to limit access to the area.
- No business and industry owners or representatives will be allowed to enter an area where public safety officials have determined there is an immediate life-threatening problem.
- Business and industry owners or representatives will want to assess the damage to their businesses as soon as feasible.
- Re-entry to the area should be orderly and systematic.
- Individuals allowed to re-enter into an area deemed hazardous, shall wear appropriate protective clothing and follow appropriate safety and health rules.

## **2.0 Concept of Operations**

### **2.1 General**

- The ESF 18/Business and Industry Unit plans, coordinates and assists in recovery support to the private sector and local government.
- This ESF will assist in the coordination of the re-entry and recovery process for business and industry.
- This ESF will act as a liaison to the business community and work with local business alliances and the ESF 16/Law Enforcement and Security Unit, to develop procedures for providing access to businesses to perform damage assessment and business continuity activities.
- Prior to a disaster event, the Lead and Support Agency Representatives shall work with local business groups to develop procedures for providing local companies access to their facilities for damage assessment and business continuity activities.
- ESF staffing needs and identified personnel will be trained in ESF operations. Private damage assessment and recovery teams will coordinate operations through a specified EOC point of contact.

### **2.2 Organization**

In the Incident Command System (ICS), the ESF 18/Business and Industry Unit reports through the Operations Section at the City of Tampa EOC.

### **2.3 ESF 18/Business and Industry Unit Interface**

During emergency or disaster operations the ESF 18/Business and Industry Unit will interface with the ESF 14/Public Information Unit, the ESF 16/Law Enforcement and Security Unit and the ESF 19/Damage Assessment Unit.

## **3.0 Responsibilities**

### **3.1 Lead Agencies**

- Ensure that the ESF 18/Business and Industry Unit is manned during a crisis when the EOC is activated.
- Notification, activation, and mobilization of all agencies assigned to the ESF.
- Organization, assignment, and staffing of all facilities at which this ESF is required to be located.
- Coordination of all support agency actions in performance of missions assigned to this ESF.
- Coordination with the ESF 16/Law Enforcement and Security Unit to develop procedures for business and industry to reenter an affected area to perform damage assessment and determine the capability to resume business.
- Coordination with the ESF 14/Public Information Unit and the ESF 5/Information and Planning Unit to ensure that business and industry have access to timely information pre and post event.
- Assisting with the business and industry recovery process.
- Coordination with the OEM to provide appropriate training to the business and industrial community regarding emergency management preparedness and contingency planning.
- Developing and maintaining the necessary functional annexes, Standard Operating Procedures (SOPs) and checklists for organization and performance of the functions required to assist business and industry in the response and recovery from disasters.
- Designating and training essential personnel for specific assignments in the conduct of emergency operations. Providing instructions to other personnel regarding the staffing policy during a disaster. Securing facilities, property and equipment.
- Maintaining accurate records of emergency-related expenditures such as personnel, supplies and equipment costs.
- Ensuring appropriate supporting documentation is kept using ETeam Reports.
- Participating in City emergency exercises.
- Participating in City EOC led planning activities.

### **3.2 Support Agencies**

All support agencies of this ESF are responsible for the following:

- Notifying, activating, and mobilizing all personnel and equipment to perform or support assigned functions as designated within the Basic Plan of this document or the response actions of this annex.
- The designation and assignment of personnel for staffing of all facilities at which this ESF is required, and representation is determined by the primary agency of this ESF to be necessary.
- Coordination of all actions of the support agency and the primary agency performing assigned missions of the ESF.
- Identifying all personnel and resource requirements to perform assigned missions that exceed the support agencies capabilities.

- Response Requirements: Federal and State assistance to this ESF will be provided following a declaration. However, during the emergency response and for the first hours after the occurrence of a catastrophic emergency there may be little or no assistance available. The primary and the support agencies of this ESF must plan to be as self sufficient as possible during this period.
- Resource Coordination: This ESF will coordinate resources using its primary and support agencies' capabilities in coordination with other ESFs to support its mission. This ESF will allocate available resources to each mission based on priorities identified in the City EOC. If resources are unavailable within this ESF, this ESF will request assistance, through the City of Tampa EOC, and the Hillsborough County EOC.
- Response and Recovery: Although this annex addresses response and recovery activities of the agencies associated with this ESF, the City EOC is responsible for coordinating all emergency activities. Therefore, emergency operations of this ESF will be initiated commensurate with needs and emergency priorities as determined by the EOC.
- Coordination of Actions: All agencies assigned within the ESF shall coordinate actions in performance of emergency response and assistance missions with the Primary Agency and representation assigned to the City EOC.
- Develop and maintain a database of corporate information, including a listing of disaster response personnel, emergency contacts, and anticipated out-of-area assistance.

### **3.3 Actions**

#### **3.3.1 Preparedness Phase**

1. Encourage personnel, especially those with emergency responsibilities, to have a Personal Disaster Plan.
2. Coordinate the shut down and evacuation of area industries and major corporations.
3. Secure the building and implement other procedures in anticipation of leaving the area.
4. If employees remain on-site, have them register with the ESF 18/Business and Industry Unit.
5. Begin arrangements for recovery efforts, based on projected damage assessment data.

#### **3.3.2 Response Phase**

1. Assist business damage assessment teams.
2. Compile damage assessment reports for preliminary and final damage assessment data.
3. Secure building and property.
4. Maintain log of private restoration activities.
5. Assist the EOC with the transition to long-term recovery operations.



### **3.3.3 Recovery Phase**

During the recovery phase, the ESF 18/Business and Industry Unit will begin and continue long-term recovery planning.



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## EMERGENCY SUPPORT FUNCTION 19 – DAMAGE ASSESSMENT UNIT

### **Lead Agency**

Department of Code Enforcement  
Contract Administration

### **Support Agencies**

Growth Management and Development Services (8 Divisions)  
Department of Public Works (Facility Management)

## **1.0 General**

### **1.1 Introduction**

The purpose of the ESF 19/Damage Assessment Unit is to provide an initial and ongoing damage assessment within the confines of the City of Tampa and to estimate the economic impact of an incident upon the City.

### **1.2 Purpose**

The purpose of the ESF 19/Damage Assessment Unit is to coordinate the response of local and volunteer organizations in providing for damage assessment following an emergency or disaster in the City. For storm-related events, damage assessment will commence immediately after the initial impact assessment done by the Public Works Push Teams.

### **1.3 Policies**

The ESF 19/Damage Assessment Unit is maintained and updated by the Lead Agency. Each listed agency/department is responsible for maintaining their appropriate standard operating procedures (SOPs) and protocols to ensure consistency with all applicable Federal, State and Local requirements.

## **2.0 Concept of Operations**

### **2.1 General**

The ESF 19/Damage Assessment Unit will accomplish its primary responsibility of conducting private property damage assessment by:

- Conducting damage assessments in the impacted area.
- Collecting and forwarding damage assessment reports to the ESF 5/Planning and Information Unit.
- Updating emergency supplies and training staff on emergency duties and responsibilities.
- Coordinating and efficiently deploying staff during emergency response.
- Collecting data on Federal Emergency Management Agency (FEMA)



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assessment forms and reporting the findings to the City of Tampa Emergency Operations Center (EOC) and Hillsborough County.

- Establishing emergency permitting and inspection procedures.
- Re-establishing standard construction permitting and inspection procedures with emphasis on FEMA flood regulations.

## **2.2 Organization**

In the Incident Command System (ICS), the ESF 19/Damage Assessment Unit as a function, reports through the Planning and Information Management Section within the City of Tampa EOC.

## **2.3 ESF 19/Damage Assessment Unit Interface**

During emergency or disaster operations the ESF 19/Damage Assessment Unit will interface with the following ESFs:

- ESF 3/Public Works and Utilities Unit
- ESF 4/Firefighting Unit
- ESF 5/Information and Planning Unit
- ESF 7/Resource Management Unit
- ESF 15/Volunteers and Donations Unit
- ESF 16/Law Enforcement and Security Unit
- ESF 18/Business and Industry Unit

## **3.0 Responsibilities**

### **3.1 General**

The Code Enforcement Department along with staff from the Growth Management & Development Services Department is responsible for private property damage assessment post storm or post incident in accordance with FEMA guidelines and requirements.

### **3.2 Contract Administration**

The Contract Administration Department is responsible for public property damage assessment post storm or post incident in accordance with FEMA guidelines and requirements.

### **3.3 Department of Code Enforcement**

The Department of Code Enforcement is responsible for and has jurisdiction over the administration, enforcement and monitoring of city ordinances pertaining to minimum standards for existing structures, land, property maintenance and other related enforcement issues. Infractions include, but are not limited to: zoning violations, overgrown lots or yards, inoperative vehicles, maintenance of structures, illegal signs, and any public nuisance condition affecting the health, safety and quality of life within the boundaries of the city.



### **3.4 Growth Management and Development Services**

Growth Management and Development Services is responsible for various community development services and oversees every aspect of Tampa's development, including: construction services, affordable housing programs, historic preservation, city real estate transactions, zoning, and economic revitalization efforts. Its overall focus is neighborhood investment and community redevelopment.

### **3.5 Department of Public Works**

The facility management staff of the Department of Public Works may provide support to the ESF 19/Damage Assessment Unit, since they are knowledgeable in construction and are involved in building maintenance and construction.

### **3.6 Actions**

#### **3.6.1 Preparedness Phase**

1. Update the ESF 19/Damage Assessment Unit staff on City personnel policies regarding employee emergency duties.
2. Update the Department of Code Enforcement and Growth Management and Development Services employee List and Know Your Role Questionnaire for each employee.
3. Update the Department of Code Enforcement and Growth Management and Development Services vehicle/driver list. Update parking locations and ensure a spare key for each vehicle is available in a centralized location.
4. Schedule and coordinate Hurricane Plan briefing and training for department staff.
5. Make sure that each staff member has a copy of the ESF 19/Damage Assessment Unit Hurricane Response Plan.
6. Ensure each staff member who will be involved in field operations in accordance with the ESF 19/Damage Assessment Unit Emergency Duty Roster has safety shoes, City polo or uniform shirt, rain gear and hardhat.
7. Prepare damage assessment kits, which consist of a sufficient supply of the necessary forms, placards, maps, flashlights and various office/field supplies for ESF 19/Damage Assessment Unit staff.
8. Conduct training for damage assessment inspectors and administrative support staff.
9. For the issuance of a Hurricane Watch, the Department of Code Enforcement Department Director, through the Department of Code Enforcement Emergency Management Coordinator, schedules a meeting with all Supervisors to review departmental duties and responsibilities.
10. With the assistance of the Department of Code Enforcement Emergency Management Coordinator and Supervisors, conduct short briefing on damage assessment procedure and forms for damage assessment inspectors.

11. Top off city vehicle gas tanks and prepare to either park vehicles at a standard remote parking facility or car-pool private autos in preparation for taking city vehicles home, as determined by Department of Code Enforcement Director.
12. During a Hurricane Warning, suspend all routine field activity.
13. During a Hurricane Warning, report readiness status to Department Administration and await word from the Mayor via the Department of Code Enforcement Department Director regarding suspension of office activity.
14. Secure equipment, set workstations and organize damage assessment operations at the Free Library (Department of Code Enforcement offices) and Construction Services Center (backup).

### **3.6.2 Response Phase**

#### **3.6.2.1 Damage Assessment Inspection Procedure**

- a) A Rapid Impact Assessment will be conducted by helicopter immediately after the storm or incident to determine the areas and extent of damage. Results will be forwarded to the ESF 19/Damage Assessment Unit Planning Section desk at the EOC.
- b) A Windshield Assessment will be conducted of all police grids to further determine the levels and amount of damage. This assessment will be completed within the first 8 to 12 hours after deployment. Results will be forwarded to the ESF 19/Damage Assessment Unit and the Planning Section desk at the EOC.
- c) Detailed health and safety damage assessment inspections of all residential and commercial structures will begin as soon as safety permits. Information will be forwarded to the ESF 19/Damage Assessment Unit and the Planning Section desk at the EOC.
- d) All information will be entered on approved forms to maintain uniformity in the assessment process.
- e) Post non - habitability placards on unsafe structures and assure visibility from the street.
- f) Post *City of Tampa Hurricane Safety Information* flyer on structure and ensure visibility from the street.
- g) Complete structural inspection form for any structure that is classified as either Major or Destroyed.

#### **3.6.2.2 Damage Assessment Data Collection and Reporting**

- a) Computer equipment and network connectivity to EOC and the ESF 19/Damage Assessment Unit command post will be available at ERC's 1, 2, and 3.
- b) Staff will compile and organize Damage Assessment reports by emergency response centers and Tampa Police Department (TPD) grids.
- c) Damage assessment data will be summarized and entered into the database in accordance with the organization scheme.



- d) Individual structural inspection reports of properties classified as Major or Destroyed shall be separated for subsequent re-inspection.
- e) Damage assessment results for each property declared as Major or Destroyed will be entered into the mainframe system as an active comment as soon as the City's network is back online.



### **3.7 Recovery Phase**

#### **3.7.1 Moderate or Severe Storm:**

1. Equipment at the Department of Code Enforcement and the Contract Services Center (CSC) shall be secured and protected from the elements as best as is possible for subsequent use during the recovery operations.
2. Mainframe access will be re-established as quickly as possible.
3. Relocation to CSC for permitting operations will be accomplished as quickly as possible.
4. In the event that the Department of Code Enforcement or CSC is not available, their respective Continuity of Operations Plan (COOP) will be followed.
5. Until such time as entry can be made into the mainframe database, a copy of the paper damage assessment information will be used to determine which permits can be issued.
6. Issuance of permits and plan review will be based on the building moratorium priority criteria.
7. Each staff member will be knowledgeable in general information regarding the recovery phase (e.g. permits, plans, who to call, where to go, etc).
8. Each staff member will be assigned specific job duties.

#### **3.7.2 Minimal Storm**

1. Equipment at the Department of Code Enforcement and CSC will be secured and protected from the elements as best as is possible for subsequent use during the recovery operations.
2. Mainframe access will be re-established as quickly as possible.
3. Each staff member will be assigned the same specific job duties as stated above.

#### **3.7.3 Office Logistics**

The Department of Code Enforcement will handle all damage assessment, health/safety, code and ordinance operations.

CSC will handle all residential and commercial services permitting operations.

#### **3.7.4 Call Center**

Citizens will be directed as to what paperwork is needed, what information is required and who they need to see. A customer service area will be established for citizens to fill out applications and get any additional information that may be needed. If they are not prepared with all necessary information they will be given a checklist and asked to return.

### **3.7.5 Permit Issuance:**

CSC Staff will be assigned to issue repair permits based on the moratorium criteria established by the City. If the mainframe/cashiering systems are not available, then paper documentation will be used for permit issuance.

### **3.7.6 Plan Review**

Plan review will be done per the moratorium criteria, with the focus on getting the minimally damaged structures repaired first. Residential services is to provide “deemed to comply” plan documents that can be given to citizens along with the permit for use in making minor repairs to their roof, wall, and floor systems, without having to submit plans. These drawings have been prepared by FEMA for use in wind borne debris areas, which are also applicable for use in the City of Tampa. This will facilitate and expedite the plan and permit issuance process for residential structures. Commercial services will utilize engineer’s certification, along with the signed and sealed documents to facilitate and expedite commercial plan approval for the repairing/rebuilding of commercial structures.

### **3.7.7 Emergency Work Permits:**

CSD field inspectors will issue emergency work permits for the following types of work:

- Roof covering repair/replacement
- Roof sheathing panel replacement
- Repair/replace windows
- Repair/replace doors

### **3.7.8 Permit Fees**

It is recommended that all permit fees be waived for the first 30 days in order to assist the customer in the rebuilding process, and facilitate the issuance of permits.

### **3.7.9 Residential building in flood areas**

Residential buildings in flood areas face the possibility of having to be raised to the base flood elevation if they sustain substantial (greater than 50%) damage. Any structure in the flood zone with a damage assessment that shows a percentage of damage between 40 and 60 percent will receive a more in-depth evaluation to determine whether the 50 percent threshold has been exceeded. If so, the citizen will be informed that the structure must be raised to the base flood elevation and the plans must so indicate.

## **3.8 Mitigation Phase**

The Department of Code Enforcement is responsible for the enforcement of all codes and ordinances within the City pertaining to existing structures, environmental issues, zoning and public nuisance violations. The department will continue its



proactive approach to ensure the health, safety and welfare of the citizens of Tampa. This action is intended to prevent any unsafe conditions that may cause property damage or loss of life during any natural or man-made disasters.

Growth Management and Development Services is responsible for the regulation of all residential and commercial development in the City. This is accomplished through the enforcement of state and local construction codes and regulations. These codes and standards are intended to assure that structures are built safely and to protect the public's health and safety from the destructive forces of natural hazards and disasters (hurricanes, floods, etc).

Growth Management and Development Services is mitigating future damage from natural disasters through the regulation of both new construction and redevelopment of existing structures by carefully reviewing construction plans and ensuring compliance with building codes through the inspection process.



Attachment 1  
Damage Assessment Procedures

**Pre-event:**

- In the event of a disaster or incident which requires damage assessment activation, the Code Enforcement Director and all Supervisors, assigned to the EOC, will attend meetings with the City Emergency Operation Teams. They will begin the early planning process for the type of disaster/incident we are facing, and establish a plan determined by the situation.
- The supervisors will check the personnel list of the Damage Assessment Teams, and update information as necessary. (Such as phone numbers, addresses, emergency contacts).
- At this time, the supervisors will conduct an inventory & inspection of all damage assessment supplies, and prepare the damage assessment kits for distribution.
- The supervisors will now schedule a meeting with the employees listed on the Damage Assessment teams, and distribute the damage assessment kits.
- All members of the Damage Assessment Team will be advised of the ERC they are assigned to, and their Branch Manager's contact information.
- The supervisors will advise all department employees, with assigned city vehicles, to fill the gas tank by the end of their scheduled shift, and to relocate city vehicles to a remote location, if necessary.
- When advised by the Mayor, all personnel, except those assigned as pre-storm employees, will be off duty, until the "ALL CLEAR" signal is given.
- The Damage Assessment teams will be advised to remain in contact with their Damage Assessment Branch Manager, and all other personnel shall remain in contact with their immediate supervisor.
- All pre-storm employees will be advised to report to the EOC, and bring three days worth of supplies.
- As the incident is occurring, the pre-storm employees will be monitoring the situation very closely, establishing the plan as the information becomes available.

**Post-event:**

- After the incident has taken place, and the "ALL CLEAR" signal has been given, the Director will meet with the Damage Assessment Command Post employees, and Damage Assessment Branch Managers to advise them of the action plan.



- The Damage Assessment Branch Managers will contact the Damage Assessment members assigned to their ERC, and advise them of the action plan designed to handle the incident.
- If contact cannot be achieved after the “ALL CLEAR” has been given, Damage Assessment personnel shall report to their assigned ERC, or EOC, and wait for instruction.
- If Damage Assessment kits were not distributed prior to the event, they will be distributed at the ERC.
- The Damage Assessment teams will receive grid assignments and begin the windshield survey immediately.
- Once the Rapid Damage Assessment is completed, the information is turned in to the Branch Manager of the EOC and the Regular Damage Assessment inspections will begin.
- Once the Regular Damage Assessment is completed, the information is turned in to the Branch Manager of the EOC, and damage assessment kits returned to the supervisor that issued them.
- The Branch Managers will turn in all Damage Assessment information to the DA Command Post.
- The Damage Assessment Command Post will record information electronically and forward to the City EOC.
- The supervisors will inventory the Damage Assessment kits, replace items as necessary and store in a locked location.



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## **EMERGENCY SUPPORT FUNCTION 20 – Long Term Community Recovery and Mitigation**

### **Lead Agencies**

Economic and Urban Development  
Office of Emergency Management (OEM)

### **Support Agencies**

Department of Public Works (DPW)/Facilities Division  
Technology and Innovation (T&I)  
(EOC)

## **1.0 General**

### **1.1 Introduction**

Emergency Support Function (ESF) #20 – Long Term Community Recovery and Mitigation develops a comprehensive and coordinated recovery process that will bring about the prompt and orderly restoration of community facilities and services, infrastructure, and economic base, while providing for the health, welfare and safety of the population.

### **1.2 Scope**

ESF #20 support may vary depending on the magnitude and type of incident and the potential for long term and severe consequences. ESF #20 will provide coordination during large-scale or catastrophic incidents that require assistance to address significant long-term impacts in the affected area. Activities within the scope of this function include:

1. Advise on the long-term recovery implications of response activities and coordinate the transition from response to recovery in field operations.
2. Work with City Departments; other local governments; non-governmental organizations; and private-sector organizations to conduct comprehensive market disruption and loss analysis and develop a comprehensive long-term recovery plan for the community.
3. Identify appropriate State and Federal programs and agencies to support implementation of the long-term community recovery plan, ensure coordination, and identify gaps in resources available.
4. Determine/identify responsibilities for recovery activities, and provide a vehicle to maintain continuity in program delivery among departments and agencies, and

other involved parties, to ensure follow-through of recovery and hazard mitigation efforts.

5. Develop coordination mechanisms and requirements for post-incident assessments, plans, and activities that can be scaled to incidents of varying types and magnitudes.
6. Establish procedures for integration of pre-incident planning and risk assessment with post-incident recovery and mitigation efforts.
7. Facilitate recovery decision making across ESFs. Also facilitate awareness of post incident digital mapping and pre-incident hazard mitigation and recovery planning across ESFs.

### **1.3 Purpose**

1. ESF #20 recognizes the primacy of affected governments and the private sector in defining and addressing risk reduction and long term community recovery priorities.
2. Support is tailored based on the type, extent, and duration of the event and long-term recovery period, and on the availability of local, State and Federal resources.
3. Long-term community recovery and mitigation efforts are forward looking and market-based, focusing on permanent restoration of infrastructure, housing, and the economy, with attention to mitigation of future impacts of a similar nature, when feasible.
4. The Federal Government uses the post-incident environment as an opportunity to measure the effectiveness of previous community recovery and mitigation efforts.
5. ESF #20 facilitates the application of loss-reduction building science to the rebuilding of critical infrastructure (e.g., in repairing hospitals or emergency operation centers to mitigate for future tornado risk).

### **1.4 Policies**

1. Long term community recovery and mitigation efforts are forward looking and market based, focusing on permanent restoration of infrastructure, housing and the local economy, with attention to mitigation of future impacts of a similar nature when feasible;
2. Use the post-incident environment as an opportunity to measure the effectiveness of previous community recovery and mitigation efforts;
3. Facilitates the application of loss reduction building science expertise to the rebuilding of critical infrastructure; and
4. Personnel will stay up to date with policies and procedures through training and education.



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## 2.0 Concept of Operations

### 2.1 General

The recovery phase is characterized by two components:

1. The emergency recovery phase which deals primarily with lifesaving and emergency relief efforts (i.e., clearing roads, restoring power, and securing structures for search and rescue); and
2. The broader recovery and reconstruction component which deals with more permanent and long-term recovery and redevelopment issues.

Although all City departments are involved in both components, the emphasis and focus changes among departments as they shift from one component to the other. In the emergency recovery component, the primary departments involved include Fire-EMS, Police, Health, Social Services, Public Works departments, and City Schools; whereas in the recovery and reconstruction component, the emphasis shifts to departments and agencies dealing with housing and redevelopment, public works, economic development, land use, zoning, and government financing. The two components will be occurring simultaneously with the emergency recovery component taking precedence in the initial stages of recovery, and the recovery and reconstruction component receiving greater attention as the recovery process matures.

**Emergency Management will be the lead coordinating department in the life-saving and emergency recovery component of the recovery process; and the Department of Planning, Building, and Zoning will be the ESF Group Supervisor and work closely with Public Works (Engineering), Housing and Neighborhood Services, and Emergency Management during the reconstruction phase.**

The recovery analysis process is comprised of the following phases:

1. Re-entry,
2. Needs assessment,
3. Damage assessment,
4. Formulation of short- and long-term priorities within the context of basic needs and available resources, and
5. The identification and implementation of appropriate restoration and development strategies to fulfill priorities established, as well as bring about an effective recovery program.

The damage assessment process for the City is described in the Damage Assessment Support Annex 1, Chapter 19 of the CEOP. Team leaders for the Damage Assessment Teams have been identified and the necessary forms are included within the support annex. Although damage assessment is primarily a local government responsibility, assistance is provided by State and Federal agencies, as well as private industry that have expertise in specific functional areas such as transportation, agriculture, forestry, water quality, housing, etc.



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The process to request and receive federal assistance will be the same as all other natural or man-made disasters. The Virginia Department of Emergency Management will be the coordinating state agency in the recovery process, and FEMA will be the coordinating federal agency. Utilizing the preliminary damage assessment information collected, short-term and long-term priorities are established and recovery strategies developed in coordination with other state agencies, local governments, the federal government, and private industry. Short-term recovery strategies would include:

1. Emergency Services;
2. Communications networks;
3. Transportation networks and services;
4. Potable water systems;
5. Sewer systems;
6. Oil and natural gas networks;
7. Electrical power systems;
8. Initial damage assessment;
9. Emergency debris removal;
10. Security of evacuated or destroyed area; and
11. Establishing a disaster recovery center and joint field office

Long-term strategies would strive to restore and reconstruct the post-disaster environment to pre-existing conditions. Federal and State agencies will provide technical assistance to the City in the long-term planning and redevelopment process. Economic aid will be provided to assist in rebuilding the economic base, replacing and restoring the housing inventory, and ensuring that all construction and development complies with building codes and plans. Regional cooperation and coordination shall be stressed and promoted at all levels in order to achieve the priorities established and facilitate recovery efforts. The City will develop strategies in coordination within the County government structure. Federal and State catastrophic disaster plans will support this effort. Items or actions to be focused on in this phase include:

1. Completion of the damage assessment;
2. Completion of the debris removal;
3. Repairing/rebuilding the transportation infrastructure;
4. Repairing/rebuilding of private homes and businesses; and
5. Hazard Mitigation projects.

### **2.1.1 Actions**

1. In cooperation with other ESFs, as appropriate, use hazard predictive modeling and loss estimation methodology to ascertain vulnerable critical facilities as a basis for identifying recovery priorities;
2. Gather information to assess the scope and magnitude of the social and economic impacts on the affected region;
3. Coordinate and conduct recovery operations;



4. Conduct initial damage assessment (See Damage Assessment Chapter);
5. Coordinate early resolution of issues and delivery of assistance to minimize delays for recipients;
6. Coordinate assessment of accuracy and recalibration of existing hazard, risk, and evacuation modeling;
7. Facilitate sharing of information and identification of information of issues among agencies and ESFs;
8. Facilitate recovery decision making across ESFs;
9. Facilitate awareness of post incident digital mapping and pre-incident hazard mitigation and recovery planning.

## **2.2 Organization**

The Emergency Management Director/Coordinator will direct response, recovery, and reconstruction efforts in the disaster impacted areas of the City, in coordination with all local departments, and the appropriate state and federal agencies.

A Presidential Declaration of Disaster will initiate the following series of events:

1. Federal Coordinating Officer will be appointed by the President to coordinate the federal efforts;
2. State Coordinating Officer will be appointed by the Governor to coordinate state efforts;
3. A Joint Field Office (JFO) will be established within the state (central to the damaged area) from which the disaster assistance programs will be coordinated; and
4. A Disaster Recovery Center (DRC) will be established in the affected areas to accommodate persons needing individual assistance after they have registered with FEMA.

A Presidential Declaration of Disaster may authorize two basic types of disaster relief assistance:

1. Individual Assistance – Supplementary Federal Assistance provided under the Stafford Act to individuals and families adversely affected by a major disaster or emergency. Such assistance may be provided directly by the Federal government or through State or local governments or disaster relief organizations.
2. Public Assistance – Supplementary Federal Assistance provided under the Stafford Act to State and Local governments or certain private, non-profit organizations other than assistance for the direct benefit of families and individuals.



As potential applicants for Public Assistance, local governments and private nongovernmental agencies must thoroughly document disaster-related expenses from the onset of an incident.

Mitigation has become increasingly important to local officials who must bear the agony of loss of life and property when disaster strikes. The Emergency Management Director/Coordinator will coordinate with Engineering who will take the lead in determining mitigation projects needed following a disaster and make applications for available mitigation grants.

## **2.2.1 Roles and Responsibilities of the Lead Agencies**

### **2.2.1.1 OEM Responsibilities**

1. Responsibilities of the Planning, Zoning and Development include:
  - a. Implement plans that address key issues such as temporary and permanent housing, debris removal, decontamination and environmental restoration, restoration of public facilities and infrastructure, restoration of the agricultural sector and short and long-term economic recovery;
  - b. Notify all ESF-20 supporting agencies upon EOC activation, as needed;
  - c. Review mitigation plans for the early identification of mitigation projects to reduce socio-economic consequences;
  - d. Support Real Estate Evaluation in the development of damage assessment teams and develop plans to obtain and analyze damage assessment data;
  - e. Coordinate the identification of federal and state programs to support the implementation of long-term recovery plans;
  - f. Provide technical assistance in City and municipal planning;
  - g. In conjunction with Public Works, coordinate the National Flood Insurance Program;
  - h. Support Engineering on conducting outreach activities on floodplain management and insurance as deemed appropriate based on the event;
  - i. Assist Public Works in the development of flood recovery maps as necessary;
  - j. Develop plans for post-incident assessment that can be scaled to incidents of varying types and magnitudes;

- k. Develop action plans identifying appropriate agency participation and resources available taking into account the differing technical needs for risk assessment and statutory responsibilities by hazards;
- l. Ensure participation from primary and support agencies;
- m. Lead post-incident assistance efforts;
- n. Identify areas of collaboration with support agencies and facilitate interagency integration; and
- o. In conjunction with the **ESF #3 Group Supervisor or Debris Management Unit Leader**, support debris management.

#### **2.2.1.2 T&I Responsibilities**

Responsibilities of T&I include:

- Ensure EOC network, devices and applications are available and verified.
- Provide ETeam/Web/GIS support for the EOC supervisor and all functions, as needed.
- Provide interagency technology support services as needed.
- Assist in shutdown and demobilization for EOC technology components.

### **2.3 Direction and Control**

The ESF 5/Information and Planning Unit Leader, who reports directly to the Planning Section Chief, will coordinate actions taken by the ESF 5/Information and Planning Unit.

### **2.4 ESF-5 Interface**

- The ESF 5/Information and Planning Unit interfaces with all personnel and agencies in the EOC to obtain information relative to the incident.
- The Planning Section Chief will interface with the Hillsborough County EOC to provide, coordinate, and share relevant disaster information and planning strategies necessary for addressing incident and disaster situations with Hillsborough County and all local response agencies.
- The ESF 5/Information and Planning Unit is responsible for the mission tracking and message control center that receives all incoming messages not specifically directed to an ESF. Each message is transcribed and delivered to the appropriate agency for action, as are all inter-agency communications and requests. Copies of these request slips are sorted and tracked by ESF category.

## 3.0 Responsibilities

### 3.1 Preparation Phase

During the preliminary phases prior to an emergency or disaster, a number of preparatory tasks must be accomplished. The following represents a list of those basic preparatory actions:

- Test and ensure the functionality of all EOC technologies and ready EOC facilities.
- Attend available Planning Section training courses.
- Discuss with the IC, the level of involvement in the incident for the OEM and the EOC.
- Obtain a summary of resources and agencies currently involved in the response to the incident (if any).
- Prepare an initial strategy, if possible.
- Prepare a list of all agencies, departments, and/or individuals that will be contacted and represented at the EOC for activations.
- Assemble alternative strategies.
- Identify the need for the use of specialized resources.
- Provide periodic predictions on incident potential.
- GIS will prepare maps and provide other related information, as needed.

### 3.2 Response Phase

The ESF 5/Information and Planning Unit team will assist in the implementation of the EOC Planning and Information Section SOGs by doing the following:

- Establish time intervals for operational period cycles. Arrange for 24-hour continuity of operation utilizing support agency staff as required. Provide for a shift overlap to insure continuity of information and planning.
- Input information from the Operations Section into GIS and compile informational maps using extant GIS programs and the EOC plotter.
- Compile and display incident assessment and status information in the EOC and incorporate into the IAP.
- Assemble alternative strategies.
- Identify the need for use of specialized resources.
- Ensure Situation Reporting in a timely fashion at the direction of the EOC Supervisor.
- Collect and process information regarding recovery activities while the response phase of the disaster is ongoing.
- Develop IAPs to identify projected operational objectives and requirements for the recovery phase.
- Anticipate the types of recovery information the Operations Section will require.



- Compile information to support recovery activities.



### **3.3 Recovery Phase**

The recovery phase of an emergency or disaster places an entirely new set of duties and responsibilities upon the ESF 5/Information and Planning Unit. The following represents a list of those basic recovery actions:

- Assist the Operations Section and the Infrastructure Branch in developing long-term recovery strategies; incorporate these strategies into the IAP.
- Work with county, state and federal agencies by sharing appropriate information that works to ensure coordinated recovery efforts.
- Prepare an EOC demobilization plan.
- Prepare damage assessment reimbursement reports and provide business recovery information.



**ATTACHMENT 1: GTE FEDERAL CREDIT UNION AGREEMENT**



Agmt  
V

R.E.D.

RESOLUTION NO. 2013- 108

A RESOLUTION AUTHORIZING A LEASE AGREEMENT BETWEEN THE CITY OF TAMPA AND GTE FINANCIAL, FOR THE LEASE OF REAL PROPERTY LOCATED AT 711 E. HENDERSON AVENUE; AUTHORIZING THE MAYOR TO EXECUTE AND THE CITY CLERK TO ATTEST TO THE LEASE AGREEMENT; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The City of Tampa desires to enter into a Lease Agreement with GTE Financial, allowing the City to lease property located at 711 E. Henderson Avenue, Tampa, Florida, as more specifically described in the proposed Lease Agreement attached to this Resolution; and

WHEREAS, The City of Tampa is in need of additional space for the operation of the City of Tampa Emergency Operation Center; and

WHEREAS, it is in the best interest of the City of Tampa to enter into said Lease Agreement.

NOW, THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL  
OF THE CITY OF TAMPA, FLORIDA:

**Section 1.** That the Lease Agreement by and between GTE Financial and the City of Tampa for the lease of space at 711 E. Henderson Avenue, a copy of which is attached hereto, is hereby approved in its entirety or in substantially similar form.

**Section 2.** That the Mayor of the City of Tampa is hereby authorized to execute and the City Clerk to attest and affix the Official Seal of the City of Tampa to said Lease Agreement.

**Section 3.** That the proper officers of the City of Tampa are hereby authorized and empowered to do all things necessary and proper to carry out and make effective the terms and provisions of this Resolution.

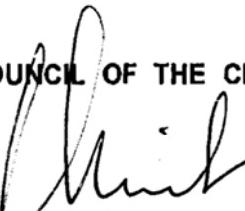
**Section 4.** That the funds for the payment of rent in the approximate amount of \$11,564.25 per month are to be provided from the City of Tampa account having Index Code Number FD0101107-04400 (General Fund).

**Section 5.** That this Resolution shall take effect immediately upon its adoption.

12/11/2013



PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF TAMPA,  
FLORIDA ON FEB 07 2013.



Chair/Chair Pro-Tem  
CITY COUNCIL

A handwritten signature in black ink, appearing to read "Chair/Chair Pro-Tem" above the words "CITY COUNCIL".

ATTEST:



Shirley Fox-Knowles  
City Clerk/Deputy City Clerk

A handwritten signature in black ink, appearing to read "Shirley Fox-Knowles" above the title "City Clerk/Deputy City Clerk".

APPROVED AS TO FORM:

e/s Ronald Wigginton  
Assistant City Attorney